Ross Murray

info@lukesbrother.com | (847) 890-1411

HIGHLIGHTS OF QUALIFICATIONS

- Six years of business to business and customer service with proven interpersonal and communication skills
- Excellent writing and research skills developed through academic and professional experience
- Computer Skills: Adobe CC - Illustrator, InDesign, Photoshop, Dreamweaver, Premiere, After Effects; Microsoft - Word, Powerpoint; iWork Applications - Keynote, Pages; Google Apps - Docs, Analytics; Webinar Applications - GoToMeeting, Webex
- Technical Support: Internet connectivity and printer troubleshooting; Video conference room upgrades and maintenance

DEMONSTRATED SKILLS AND ABILITIES

Communication
- Led weekly team meeting with Marketing Supervisor to prepare and discuss upcoming projects
- Accurately relayed ideas and proposal design modifications to sales representatives and project managers
- Effectively advised senior staff regarding presentation software and dynamics of presentation execution
- Creatively pitched design concepts for new company brochure line

Analytical
- Researched software and Content Management System for new company website
- Assisted in creation of new company-wide file organization structure
- Implemented website SEO changes and tracked website traffic through Google Analytics

Administrative
- Managed incoming calls and directed customers accordingly
- Implemented project management structure for production and sales team
- Delegated responsibilities to design team members in production of company-wide year end presentation

EDUCATION

NORTHERN ILLINOIS UNIVERSITY 2007 | BFA Graphic Design / Multimedia

CAREER HISTORY

ENTACT, LLC | Westmont, IL | April 2013 — March 2016
Graphic Designer: Multimedia — Web — A/V production — Print — E-communications
- In-house production of graphically high-end proposals for $2B+ environmental services firm
- Production of designs for a wide variety of company promotional material and event artwork
- Special projects include coordination of video production, management of and consistent technological upgrades to conference room multimedia function, operation of company-wide event presentations including webinars

EDC Electronic Directory Corporation | Chicago, IL | May 2011 — April 2013
Graphic Designer — Production Manager — HTML/CSS editor — Flash Animator
- Design and Program directory software and install software environment on directory PCs
- Tier one technical support team member

AECOM | Chicago, IL | January 2010 — August 2010
Graphic Designer
- Worked with Marketing Team members nation-wide to brand and design engineering proposals

EXTRA-CURRICULAR ACTIVITIES

- Singer Songwriter and Collaborative Musician
- Part-time Uber Driver
- Ireland, Study Abroad Program, Film and Multimedia | 2006