

# af AMANDA LOTT



216.386.7355



[a.lottdesigns@gmail.com](mailto:a.lottdesigns@gmail.com)



[www.thestudiolott.com](http://www.thestudiolott.com)

Strategic, innovative and multi-talented Graphic Designer with extensive experience in marketing multimedia, web and print design. Exceptional collaborative and interpersonal skills; dynamic team leader/player with well-developed written and verbal communication abilities and well versed in vendor and client relations. Talented at building and managing partnerships. Deadline-driven, providing artistic direction and leading creative for social media, marketing strategies and campaigns. Seeking Senior level position to produce and oversee digital and print creative solutions.

## EDUCATION

### *Ursuline College. Pepper Pike, OH*

Bachelor of Arts, Graphic Design & Public Relations/Marketing Communications

## SKILLS & SOFTWARE

### *Proficient in Mac and PC*

Adobe Creative Suite (InDesign, Illustrator, Photoshop, Lightroom, Acrobat,)  
Microsoft Office Suite, Mail Chimp,  
Wordpress, Squarespace, Active Collab,  
Project Management (Slack, Asana, AirTable).  
Sony Alpha and Nikon D70 DSLR.

## BILINGUAL SKILLS

### *Fluent in Spanish*

Reading, writing, speaking and translating.

## LEADERSHIP & PROFESSIONAL ORGANIZATIONS

American Institute of Graphic Arts,  
Cleveland Photographic Society,  
Cleveland Botanical Garden Member/Photo Club,  
Church on the North Coast Leadership,  
Financial Peace University Facilitator.

## RECOGNITION

Published - PhotographHER Magazine,  
Fearless Women Devotional Designer,  
"Artist of The Week" City News Latino,  
Ursuline College: Alumna Feature,  
'Meet Your Major' Panelist,  
Alumnae Art Invitational Exhibition.

## VOLUNTEER SERVICES

Church on the North Coast:  
Fearless Woman's Ministry Leader,  
Marriage and Family Ministry,  
Children's Nursery Volunteer,  
Small Group Ministry Leadership,  
LUCK - Leg Up For Cleveland's Kids.

## PROFESSIONAL EXPERIENCE

### *OhioGuidestone, 2014 – Present Visual Communications Manager*

Strategic designer with strong understanding of brand development and integrated marketing solutions. Successfully manage design team and projects from concept to completion. Work closely with Directors and programmatic staff to create vision, conceive designs and expand agency communications. Coordinate relationships with freelancers and vendors. Responsible for maintaining and implementing agency brand standards.

#### *Key Achievements:*

- Develop, lead and manage creative team and all creative for agency publications, annual reports, Infographics, fundraising/event collateral, signage/stationery and affiliate branding.
- Manage and maintain agency intranet, four websites, social media graphics, digital and print design.
- Built and grow the Communications departments first internship program in partnership with Baldwin Wallace University Graphic Design Department.

### *Studio Lott, 2011 – Present Owner and Creative Director*

Manage client and vendor relations for freelance opportunities by developing ideas and creative vision to create solutions for client needs. Develop branding ideas and artistic vision for book design, presentations, templates, digital visuals, and print materials. Project designer for various initiatives at Church on the North Coast.

#### *Key Achievements:*

- Capture images through photography and generate original line of custom invitations, greeting cards and event collateral, combining and featuring photography.
- Design, marketing, bookkeeping, accounting and maintenance of social media and website portfolio, [www.thestudiolott.com](http://www.thestudiolott.com).

### *AssuraMed/Cardinal Health, 2011 – 2014 Graphic Designer*

Led production of four mail order catalogs and assisted with package design, image editing, and catalog page layout. Created marketing campaign to encourage an increase in sales and customer service strategies.

#### *Key Achievements:*

- First internal Spanish translator of several company materials; designer of catalog callouts, brochures, direct mail, on-hold messages, emails, box stuffers and packaging.
- Assistant staff photographer for new employees and sales representatives.

### *COAR Peace Mission, 2009 – 2011 Sponsorship Coordinator*

Managed and designed web pages for the sponsorship program and relationship with donors.

#### *Key Achievements:*

- Designed publications for U.S. and international sponsorship program.
- Lead process to update written sponsorship procedures, files and database queries.
- Traveled to El Salvador to facilitate new sponsorship guidelines. Staff photographer