

**Meggie Kaplan**  
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**Skills:**

Strong interpersonal and organization skills with ability to multi-task a variety of responsibilities.  
Versatile and creative with experience in advertising, print work, typography, web design and photography.  
A proven manager that excels in staff development, training and motivation.  
Excellent communication skills with a positive and participate work style.  
Capable of handling a fast pace work environment driven by deadlines.

**Proficient in:**

Mac/PC Platforms  
Microsoft Office/Publisher  
Corel  
Photoshop  
Illustrator

HTML/CSS  
Dreamweaver  
After Effects  
InDesign  
Marketing

Ad Campaign  
Electronic Layout  
Management/Training  
Hand Drawing  
35mm/4x5

**Experience:**

**Marketing Designer, YCIS**

(Mountain View, CA)

*Responsibilities:*

- Photograph students at school
- Create trifold brochures, flyers, banners, ads and templates

**October 2012 - November 2013**

*(Contract Work)*

**Merchandising Associate, United Way Store**

(Alexandria, VA)

*Responsibilities:*

- Create and update Catalog items
- Contract vendors for pricing and invoices
- Generate mock-ups for custom orders

**February - May 2012**

**Graphic Designer, Taylor Ink**

(Fredericksburg, VA)

*Responsibilities:*

- Creative design for apparel and promotion items
- Custom interaction
- Sales associate and Administrative duties
- Deadlines and scheduling for production

**March - November 2011**

**Administrator, National Picture Framing Centers**

(San Francisco, CA)

*Responsibilities:*

- Managing and creating marketing projects and materials
- Updating the website
- Generating creative ideas for store displays
- Administrative duties

**February - September 2010**

**Sales Associate, Life Touch Portrait Studio**

(San Bruno, CA)

*Responsibilities:*

- Customer service and photographer
- Team collaboration

**September 2009 - February 2010**

*(Seasonal Position)*

**Marketing Assistant, Zoom Eye Works**

(Berkeley, CA)

*Responsibilities:*

- Administrative support
- Design layout and graphic design
- Construction sample packaging
- Taking photos of products and building trend books

**June - August 2009**

*(Contract Position)*

**Production Assistant, Minted**

(San Francisco, CA)

*Responsibilities:*

- Color and type matching for final production
- Copy writing for innovative cards
- Inputting data for every product

**January - March 2009**

*(Contract Position)*

**Intern, Monarch Advertising**

(San Diego, CA)

*Responsibilities:*

- Participation in client meetings
- Creation of website which included concept, design and layout
- Capture and edited photography for client websites

**September - December 2008**

**Manager, CeramiCafe**

(Del Mar, CA)

*Responsibilities:*

- Hired as a sales clerk and based on performance reviews promoted to manager
- Staff scheduling
- Staff training
- Customer satisfaction
- Inventory control

**September 2006 - October 2007**

**Education:**

**The Art Institute of California-San Diego**

**Bachelor of Science in Advertising**

**December 2008**