

TECHNICAL SKILLS

Adobe CS6 / CC

InDesign
Photoshop
Dreamweaver
Illustrator

Web Design

HTML
CSS
CMS
WordPress
Email marketing

Media

Video
Video editing
Photography

MS Office 2010

Word
Excel
PowerPoint

EDUCATION

San Francisco State University
Bachelor of Arts; Communications
Bachelor of Science; Business

PORTFOLIO

www.peculiarplanet.com
www.markwarrenmedia.com

QUALIFICATIONS

Communications professional with demonstrated expertise in designing marketing collateral and websites expressing clients' mission and message to increase market presence. Reputation for assessing project needs and delivering quality deliverables in a timely manner. History of gaining the trust of team members and senior management. Excellent design, technical and communication skills. Superior organizational skills, able to successfully manage multiple projects in deadline driven, dynamic environments.

EXPERIENCE

INTEGRATION DEVELOPER NEWS

Online Content Manager

6/2009-Present

- Responsible for updating and maintaining all web content including articles, landing pages, online event marketing, event calendar, manage image library and implement engaging content
- Develop event and marketing collateral, create graphic elements for events including agendas, flyers, banners, create marketing email campaigns and landing pages
- Continually strive to improve website usability, interact with site architect to improve website functionality and content driving registration to monthly webinars

TPG CAPITAL

Graphics Specialist

12/2010-Present

- Create graphical / visual presentations with highly detailed data including complex financial concepts, data flow, analysis and timelines. Work with professionals to create concise, coherent and visually appealing data graphics and presentations
- Use multiple PowerPoint templates for external, internal, conference and departmental use. Provide onsite and offsite conference support
- Design Acrobat forms for internal use

HNTB

Contractor, Production Artist

7/2010-10/2010

Working with the marketing design team responsibilities included:

- Create Word and InDesign proposal templates, flow text into templates, design graphics, charts, technical drawings, prepare files for print
- Interact with designers, project managers, engineers and other technical staff developing graphical elements for proposals expressing firm's ability to accomplish projects

WELLS FARGO BANK

Contractor, Internal Marketing Specialist

03/2010-06/2010

During the Wells Fargo / Wachovia merger my function was to update and create documents from both banks into unified, branded internal marketing collateral.

- Responsible for all internal marketing document design including fee schedules, reference guides, product guides, letter templates and forms
- Updated PowerPoint decks in accordance with graphic standard

Mark Warren

EXPERIENCE (continued)

MCORP CONSULTING

Contractor, Production Artist

11/2008-02/2009

A research, brand and strategy consultancy that maps and improves the touchpoints between organizations and their customers. Duties included:

- Developed a series of branded templates for MCorp case studies, brochures, sell sheets, white papers and PowerPoint presentations
- Created graphical elements for documents and website, co-designed blog, created visual standard

CONTANGO CAPITAL ADVISORS

Marketing Coordinator / Production Artist

2007-2008

As the Marketing Coordinator responsibilities included supervising all marketing functions through various media, developing and implementing marketing campaigns.

- Hired as first marketing coordinator, took ownership of all marketing duties, integrated with senior management in creating content to support and enhance the firm's mission
- Updated public and intranet sites with current content, including CEO audio recordings, media library and upcoming events
- Supported sales staff with marketing collateral and promotional items, provided event support
- Liaised with multiple departments providing marketing communication solutions for internal and external channels
- Designed and produced marketing kit with department manager that increased revenue by 5%
- Created and implemented firm visual standard and established uniform templates where none existed

U.S. TRUST

Marketing Coordinator

2003-2007

Responsibilities included supporting sales staff and senior management by attracting and retaining clients through well-designed pitch books and client review materials.

- Designed and produced graphic presentation and marketing materials for client meetings in accordance with design standards
- Consulted with sales staff and portfolio managers to develop appropriate messages, redesigned client investment guideline documents