

Grace Cifonie

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SUMMARY OF QUALIFICATIONS

- Versatile, detail-oriented graphic designer with experience in marketing designs.
- Experience creating both print and digital designs, ensuring brand consistency across platforms.
- Skilled in Canva and Illustrator, creating social media graphics, vector illustrations, and website content.
- Strong time management and communication skills, delivering high-quality results on tight deadlines.
- Focused on customer engagement and brand enhancement through visually appealing materials.
- Interest in digital and mobile designs, including web design and UI design.

EDUCATION AND TRAINING

Bachelor's of Science in Graphic Design - Rasmussen University

GPA: 3.72, Dean's List: Winter 2022 - Fall 2023

WORK HISTORY

Teller & Marketing/Design Assistant, Solutions Bank - Freeport, IL August 2024 - Present

- Process daily banking transactions accurately while providing excellent customer service.
- Build strong customer relationships by resolving inquiries and ensuring a positive experience.
- Assist in executing marketing initiatives, including print and digital design, to boost brand engagement.
- Conduct market research to identify trends and improve marketing strategies.
- Develop social media strategies to enhance engagement and online presence and schedule social posts.
- Solve design challenges and ensure brand consistency across marketing materials.
- Design social media graphics, print materials, and templates using Canva, ensuring brand consistency.
- Update website content, source images, and optimize graphics for web performance.
- Meet project deadlines through effective communication and efficient workflow using Asana and Airtable.
- Ensure smooth department coordination through personal ownership and proactive communication.

Social Media Manager, GlowPros - Pearl City, IL Oct. 2024 - Dec. 2024

- Managed and scheduled daily social media content for GlowPros during peak holiday season, boosting brand visibility and engagement.
- Created captions with AI tools and conducted hashtag research to boost reach.
- Assisted with photography and videography to create high-quality, on-brand content for posts and promotional materials.
- Coordinated giveaways to increase audience interaction and attract new followers.
- Responded to warm leads via direct messaging, providing initial quotes and encouraging conversions.

Freelance Graphic Designer, M45 Marketing Services - Freeport, IL Dec. 2023 - Jan. 2024

- Provided high-quality, on-demand support to the Graphic Design team for seamless project execution.
- Contributed efficiently to design projects, meeting deadlines without sacrificing quality.
- Created detailed vector illustrations and image outlines in Illustrator.
- Managed projects independently from home, demonstrating strong time management and self-motivation.

Private Music Instructor, Self-Employed - Freeport, IL Aug. 2016 - Present

- Teach one-on-one lessons, customizing instruction for students' goals and learning styles.
- Create structured lesson plans that balance technique, theory, sight-reading, and ear training.
- Organize bi-annual recitals, giving students valuable performance experience and celebrating progress.
- Develop strong time-management and organizational skills to enhance lesson effectiveness.
- Manage all aspects of a home music studio, including scheduling, billing, and client communication.
- Build strong relationships with students and families, fostering a supportive learning environment.

TECHNICAL SKILLS

Adobe Illustrator, Photoshop, InDesign, PremierePro, Canva, Google Drive, Microsoft Office, Mac OS, Asana, Airtable, Buffer, Zoom, ScreenPal, Jobber, Constant Contact