

CATHRYN PRATT

GRAPHIC DESIGNER & ILLUSTRATOR

PROFILE

- Resourceful & highly motivated professional offering expert design experience accompanied by strong customer service, communication, and leadership skills
- Personable and outgoing, with a client and solutions-focused approach and a history of providing the highest level of personalized customer service
- Excellent knowledge of design, trends, and illustration to ensure a top-quality, professional product
- Able to learn new software quickly and apply its capabilities
- Excellent proofreading skills, sound knowledge of English grammar rules



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CATHRYNEPRATT



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WORK EXPERIENCE

Graphic Designer

MJ Holding Co., LLC, Grin Studios / 2021 - 2024



Chicago, IL

Create print, packaging, product design and digital imaging materials to assist Product Development team for customer meetings, toy fairs and product requests

- Singled out to create new toy series for my design style (cute, inviting characters); created multiple drawings, detailed notes, and full color renderings for 12 different characters and platforms/bases
- Assigned redesign of product catalog from start to finish, including organization of product images and info on each page
- Creation of design assets such as logos, instruction inserts for products, and manipulation of photos for use in catalog, archives, etc.
Regularly compiles and sends out design inspiration and reference photos to design team
- Assist in mockup of packaging for toy products
- Complete projects in a timely manner with regards to fast deadlines

Administrative Office Assistant (temporary position)

Big Bolt LLC / 2020 - 2021



Bloomington, IL

Administrative/office responsibilities, such as paper sorting and helping the financial department in its transition from paper files to an online filing system

- Commended for working independently, working well with coworkers, and having a positive attitude

Product Designer

Precious Moments, Inc. / 2017 - 2020



Itasca, IL

Design and illustrate new concepts for a variety of products including figural and non-figural giftware items, while providing support to Product Development Manager by maintaining the inspection and organization of product samples (continued on next pg)

EDUCATION

Bachelor of Science / Graphic Design

Bob Jones University / 2004 – 2008
Greenville, SC

- 4 year diploma
- Minor in Organization Communications

High School Diploma / College-Prep School

Peoria Christian High School / 2000-2004
Peoria, IL

SKILLS

- Exceptional communication skills
- Positive attitude
- Top-flight customer service
- Beautiful illustration skills
- Works well with everyone; team player
- Business writing and proofreading skills
- Passion for illustration and creative-writing
- Constantly researches design trends in gift and home décor, book design, and illustrations

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WORK EXPERIENCE (CONTINUED)

- Singled out for detailed concept illustrations which provide accurate guidelines for manufacturers to follow when creating figurines
- Receive, review, and revise products
- Maintain organization and upkeep of the Product Room
- Collaborate with Design Team on new concepts, messages, and styles, etc.
- Complete projects in a timely manner with regards to deadlines
- Provide correspondence and feedback to overseas manufacturers regarding product samples

Graphic Designer

Christian Art Gifts / 2016 - 2017

 *Bloomington, IL*

Create design concepts for wide range of gift and home décor products; revise previous designs for devotional books, coloring books, etc. to keep products up-to-date; incorporate illustration and hand-lettering skills into design concepts

- Chosen to create beautiful social media posts to correspond with company's gift and devotional book material
- Singled out to create design concepts for Bible journaling supplies
- Create designs for gifts items such as journals, planners, mugs, wall art, gift bags, etc.

Receptionist/Graphic Designer

Bradley University Smith Career Center / 2014 - 2016


 *Peoria, IL*

Create welcoming atmosphere for students, employers, and staff members; first point of contact in department; provide assistance to walk-ins and phone inquiries; check in students for appointments; perform various tasks such as mail distribution, data entry, graphic design, receipt documentation, and minutes for Student Team meetings

- Recognized for graphic design skills and assigned several projects promoting the Smith Career Center
- Worked alongside supervisor with all preparations for Graduate & Professional School Fairs (2014 and 2015)
- Commended constantly by supervisors and coworkers for positive attitude and working well with everyone
- Created a thorough and highly detailed Receptionist manual (80+ pages) upon departure for new position with Christian Art Gifts; still used to train personnel today!

Sales Associate/Beauty Advisor

Walgreens / 2017 - 2020

 *Oak Brook, IL*
Washington, IL (2012 - 2016)

Provide direct sales support to customers, respond to phone inquiries, and routinely update the placement of items to accommodate new merchandise while improving visual appeal

- Singled out to consistently serve at the front register as the direct line to customers, based on demonstrated skills in driving customer satisfaction
- Always provided excellent customer service no matter how busy or stressful the store's retail environment can be

PORTFOLIO LINKS



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