

CONTACT

donMonique Joyce

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Website: donmonique.com

EDUCATION

Masters of Arts/Publications Design

University of Baltimore

2001-2003

Bachelor of Fine Arts/Visual Comm.

Virginia State University

1996-2000

JOB RELATED SKILLS MAC&PC

Adobe Photoshop, Indesign, Illustrator, ImageReady Fireworks, Quark,

MS Access, Dreamweaver, Powerpoint,

DeltaGraph, HTML, BBEdit, DHTML,

Javascript applications

DESIGN SKILLS

Corporate identity development

Logo design and development

Page layout and organization

Web design & Management

PROFESSIONAL DEVELOPMENT

-Attended the AIGA NY: Design and Business Conference 2004

-Attended Management Training Seminar, October 2004

-CSS/DHTML Continuing Studies class

-Participated in the final design competition of the University of Baltimore Seminar class of 2003, where as I was recognized for the superb design and writing of NATURALROOTS, the propose publication for natural haircare.

PROFESSIONAL EXPERIENCE:

March 2006 – Present

Spire Investment Partners, McLean, VA

Senior Graphic Designer

Responsible for re-branding company with new identity, managing strategy, design, development, and production of all client visual marketing and communication collateral; including client and recruitment websites, intranet site, brochures, logos, seminar invitations and presentations, advertisements, newsletters, and direct mail pieces. Managed multiple project deadlines, developed and maintained relationships with multiple printers, and worked within assigned project budgets. Responsible for daily in-house printing and production of projects.

June 2005 – March 2006

T. Rowe Price, Owings Mills, MD

Presentation Design Specialist

Responsible for managing and designing client kits. Developed, designed and produced print projects for clients. Generated calls to clients to discuss objectives, technical issues to meet deadlines.

September 2003 – June 2005

Department of Legislative Services, Annapolis, MD

Web/Graphic Designer

Responsible for strategy, design and development of department website. Developed, designed and produced department publications, posters, and programs. Developed marketing materials for state Senators and Delegates. Prepared design files for print production: color separations, duo tone, and four-color printing. Maintained tracking system for custom projects.

June 2001 – September 2003

Citimedia, Inc. Baltimore, MD

Web/Graphic Designer

Responsible for strategy, design, development, and production of marketing and communication collateral; including brochures, logos, invitations, advertisements, email, and direct mail pieces. Generated calls to clients to discuss objectives, technical issues, and design concepts. Point contact for print vendors.

2001 – present

Freelance Graphic Designer

Concept and design for clients have included brochures, website design and development, logo development, branding assistance and consultation.