

# Courtney Voelz

Multimedia designer

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 clvdesigns.com

## Objective

To secure a design position in a company that will allow me to immerse myself in its environment and grow as a designer while also showcasing my skills and strong work ethic to get the task at hand done.

## Education

### Western Illinois University, Macomb, IL

- BA in Broadcasting (2006–2009)
- Minor: Public Relations/Advertising (2006–2009)

### College of DuPage, Glen Ellyn, IL

- Certificate in Web Design 2014

## Certifications/Licenses

Google Analytics Individual Qualification

## Technical Skills

### Software Knowledge

#### Proficient in the following software:

- Adobe CC suite  
(Illustrator, Photoshop, InDesign, Audition, Dreamweaver, Premiere Pro, After Effects)
- Final Cut Pro
- Microsoft Office suite
- Smart Sheets project management software
- ShowPad
- Lumen5

### Other Skills

- HTML and CSS
- Bootstrap
- News King
- Avid Editor

### Other Skills

- P2 Cameras
- ENG Cameras

## Experience

### Planmeca USA INC. (2019-2022)

#### Digital Graphic Designer specializing in video/animation

- Promo/ Flyer creation
- Social Media materials (images, video)
- Education workbooks
- Education support videos
- Brochure management
- Video/animation production
- Digital/Print ad management working with outside partners
- Maintain Sales Rep Maps for are territories in USA and Canada
- Created and maintained Sell sheets
- Trade Show materials (banners, Table top displays, promo cards)
- Video/photoshoot assistant

### Courtney Voelz Multimedia Designs (2013-present)

#### Creative Director / Multimedia Designer

- Election Campaign (literature, business cards, yard sign, managing social media)
- Social Media Management (post scheduling, post ideas, and reading metrics)
- Invite creation
- Website re-designs
- Website management (coding, WordPress, CMS, and metrics)
- Video production
- All client design needs

### eShow (2014-2018)

#### Graphic Designer

- Created marketing videos
- Created in house learning videos
- Coded/designed client-responsive websites (hand-coded and CMS)
- Co-designed mobile app
- SEO and Google Analytics implementation
- Manage in house client badge organization
- Created 100+ custom badge die lines
- Created badge designs for client's shows and communicated with the printer throughout the whole process

## Other Activities

### West Chicago Park District Commissioner

- Elected by the residents of the district (2015- Present)
- Oversee a 5 million dollar budget
- Played an integral part in highering the Executive Director

