

SUMIKO GRAY

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 portland, or

SKILLS

digital
print
apparel
screenprint
analytical skills
user-center
graphic design
presentations
pressing deadlines
marketing techniques
project management
fast-paced
results-oriented
team environment
strong relationships

TOOLS

MAC & PC:
Adobe Acrobat
Dreamweaver
Figma
Illustrator
InDesign
Photoshop
Excel
Outlook
Powerpoint
Prototyping tools
Word

EDUCATION

Code Oregon
Web Design & Development

Portland State University
Certificate - Intro to
Web Development
Designing & Developing for Mobile

Digital Marketing -
Optimizing for Web

Portland Community College
AAS, Graphic Design

PROFESSIONAL EXPERIENCE

DIGITAL DESIGN & MARKETING COORDINATOR

Freelance/Contract, Portland, OR

2023 - Current

- Branding refresh to a business change in location
- Create marketing material for print & social media platforms
- Contractor work for a Real Estate Investment Broker, creating marketing material including postcards, flyers, social media, BOVs & OMs using InDesign, Photoshop, Powerpoint, and Excel
- Multiple projects across regional brokers managed using Asana and Outlook

PRODUCTION DESIGNER

Johnstone Supply LLC, Portland, OR

2021 - 2023

- Manage biannual eCatalog & bimonthly New Product Bulletin marketing projects simultaneously with competing deadlines
- Host & lead weekly meetings, communicating proofing changes across multiple departments using Acrobat local drive and Lytho
- Implementing easy UX, streamlining overall proofing process with continually improving accessibility
- Execute 1500 page eCatalog in InDesign output to FlippingBook which generates revenue for company with vendors purchasing ads created in Illustrator
- Use data from PIM merging into panels and templates creating the overall feel of the eCatalog and New Product Bulletins
- Design print & digital marketing material for internal communications and vendors

TECHNICAL DESIGNER

Adidas, Portland, OR

2019 - 2019

- Created Graphic Breakouts per NHL team using Illustrator
- Created Tech Packs for NCAA & NHL Protos using InDesign

DIGITAL SOCIAL MEDIA MARKETING & DESIGN

Efficiency Heating & Cooling, Milwaukie, OR

2016 - 2019

- Oversee company CX customer experience. Interacting directly with the customer by phone, email or in person
- Administrative services for Front Desk/CS Dispatch
- Manage and implement Social Media & Email Marketing Campaigns using Facebook & MailChimp
- Design & Analyze Google Adwords Express, Google Local Services, Facebook Business Ads, & Yelp Ads
- Track & Manage Lead generates platforms HomeAdvisor, BBB, Yelp, Thumbtack, Google Local Service, LinkedIn, Alignable, & Next Door
- Manage all review platforms by responding to customer reviews and implementing Review Buzz & Nice Job
- Design & develop internal & external communication
- Improve overall look & feel of company website using HTML & CSS3