

# ALEXIS TAYAG

GRAPHIC DESIGNER

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## EDUCATION

STUDIO ART | ART HISTORY  
University of Maryland  
2016 - 2018

COMPUTER TECHNOLOGIES  
APPLICATIONS  
Anne Arundel Community  
College  
2014 - 2016

## EXPERTISE

### // PROFESSIONAL

Logo Design  
Presentation Skills  
Freehand Drawing  
Social Media Management  
Marketing

### // TECHNICAL

Mac/Windows OS  
Adobe Creative Cloud  
Procreate  
Microsoft Office  
SharePoint  
Microsoft Teams  
Trello  
Pages  
Autodesk Maya  
Unity  
Wix  
MailChimp  
Journoportfolio  
WordPress

## AWARDS

SPOT AWARD (U.S. Coast  
Guard Presentation)  
Panum  
2021

STAR OF THE QUARTER  
Panum  
2021

## PROFESSIONAL EXPERIENCE

### GRAPHIC DESIGNER

Panum | Bethesda, MD | 2020 - Present

- Collaborated with various managers and produced high-quality graphics that cleanly conveyed proposal information that supported numerous government agencies
- Managed multiple proposal graphics simultaneously, met deadlines, and determined priorities to self-manage workflow
- Created and managed PowerPoint presentations for proposals and company board meetings
- Developed a systematic and organized filing system for the proposal graphics repository
- Produced customized cover pages for proposal submissions
- Assisted marketing manager in branding initiatives and created Section 508 Compliance and WCAG color palettes, guidebooks, and designed logos
- Designed a joint venture company logo and helped create the company name
- Edited and reviewed graphics for accuracy and adherence to proposal guidelines
- Constructed and modified graphics for the website and LinkedIn announcements
- Assembled thorough instruction templates for proposal graphics requests using Trello
  - Assisted proposal team to achieve many multimillion-dollar award contracts for various government agencies

### MARKETING COORDINATOR AND GRAPHICS SPECIALIST

KPN Architects | Baltimore, MD | 2020 - 2020

- Developed complex proposals for architectural and design projects
- Designed presentation boards using InDesign that showcased outcomes of an architectural project
- Maintained and updated projects on the company website
- Assisted with the design of architectural graphics in Photoshop and Illustrator
- Conducted marketing pursuits for potential projects
- Attended pre-proposal meetings and marketing events

### GRAPHIC DESIGN INTERN

Echostage | Washington, D.C. | 2018 - 2019

- Created logo designs for upcoming clothing merchandise
- Designed a logo for a Gobo light which represented the shuffle zone area
- Updated the website with photos edited in Photoshop
- Edited marketing emails on Mailchimp with updated information on upcoming events
- Built social media posts, responded to venue inquiries, and provided show updates on social media