



www.krissyjankowski.com  
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## EXPERIENCE

### OFFICE MANAGER

Lumenpulse Group, Boston, MA / February 2019 - Present

Plan and execute all company events and activities

Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time

Design and edit powerpoint presentations

Point person for mailing, shipping, supplies, IT equipment, and maintenance

### FREELANCE ARTIST

Walpole, MA / May 2017 - Present

Create signage and props for baby showers & bridal showers

Design logos, icons, and graphic designs for web communications and marketing materials

Perform image cropping, resizing and adjusting to ensure right size and better quality

### MARKETING ASSOCIATE

Summit Healthcare, Braintree, MA / August 2017 - February 2019

Assisted with internal and external event planning

Researched, proofread, and revised all marketing copy

Designed powerpoints, use cases, and all other marketing collateral

Managed marketing campaigns for direct mail, email, and social media

Conducted website updates as needed via WordPress

### MARKETING INTERN

Revulytics, Waltham, MA / January 2017 - May 2017

Created digital ads for use in the company's AdRoll, LinkedIn, and Google campaigns

Edited and proofed presentations

### LAYOUT TEAM

UDress Magazine, Newark, DE / March 2015 - May 2017

Designed the layout of spreads and edited photographs

## AWARDS

### SCHOLASTIC ART AWARD

Received a Silver Key at the Massachusetts Scholastic Art Awards. (2013)

### DEAN'S LIST

Earned a 3.33 or higher in given semesters. (Spring 2014, Spring 2015)

### UNDERGRAD JURIED ART SHOW

Selected for an art show in Wilmington, Delaware. (2015)

## EDUCATION

### UNIVERSITY OF DELAWARE

Class of 2017

BFA Visual Communications

Minor in Art History

Courses based in typography, graphic design, advertising, communications, branding, and interactive media.

### STUDY ABROAD

June 2016 - July 2016

London, England

Five-week long intensive course visiting top design and advertising firms including Pentagram, Williams Murray Hamm, Saatchi & Saatchi, Wieden + Kennedy London, Johnson Banks Crescent, & more.

## SKILLS

Event Coordination

Social Media

Powerpoint

Excel

InDesign

Photoshop

Illustrator

Hootsuite

WordPress