

MELISSA BUMSTEAD | GRAPHIC DESIGNER

To whom it may concern;

I am a versatile designer with five years of professional experience. I have a passion for details, fine typography and for finding memorable design solutions. I am extremely well versed in Photoshop, Illustrator, InDesign and Quark and have worked with branding, print and web design as well as signage and wayfinding.

I also bring a well rounded background of professional experience. Having worked for three years at one of America's most prestigious Architectural/Design firms has given me a thorough understanding of what is demanded from top designers. As a business owner I've also accumulated an understanding of marketing oneself, of being tenacious as a designer, as well as business skills such as deadlines, finances and organization. I am a self-starter as well as a team player.

I feel all of these qualities would make me an designer for your company. Please visit my website, www.MelissaBumstead.com to view a selection of my portfolio. I am available by phone 310.837.8849 or by email, melissabumstead@sbcglobal.net. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Melissa Bumstead". The signature is fluid and cursive, with a large, decorative flourish at the end of the name.

Melissa Bumstead
Graphic Designer

MELISSA BUMSTEAD | GRAPHIC DESIGNER

SUMMARY

Talented graphic designer with five years of professional experience in print, environmental graphics and front-end web design. Design strengths include a clean design aesthetic, and innovative problem solving through design solutions, and a passion for details. Exceptional client communication skills as well as managing subordinates. Seeking a company who will challenge design-growth and provide exciting new design opportunities.

PROFESSIONAL EXPERTISE

SKILLS:

- Corporate Collateral
- Logo Design
- Branding and Research
- Page Layout Design
- Front-end Web Design
- Environmental Graphics & Signage
- Proficient on Windows and Mac

PROFICIENT IN :

- Photoshop
- Illustrator
- InDesign
- Powerpoint

WORKING KNOWLEDGE:

- Dreamweaver
- Flash

PROFESSIONAL EXPERIENCE

2007 – PRESENT
DESIGNER, OWNER

Melissa Bumstead Design Studio

Los Angeles

Created compelling and successful design solutions for varied clients. Accountable for budgeting and deadlines as well as multitasking jobs and client communication. Responsible for all aspects of design from sketch to print.

SELECTED ACCOMPLISHMENTS:

- Art directed and designed sites: www.PackmanAssociates.com, www.DesignBlue.com and www.SmittenInvitations.com, and www.AGNet.com.
- Designed the comprehensive Mission Reseda project including: book design, logo design, posters, postcards, flyers, and Powerpoint presentation.
- Created branding, web, and corporate collateral system for Architectural Firm.
- Branded and designed print and signage system for Hope Chapel of the Valley.
- Designed newspaper advertisements and posters for a world-renown Stock Trading Company, EWT Trading.
- Collaborated on advertising and design campaign for a large youth rock concert.
- Redesigned a successful 120 page Powerpoint presentation for a financial planner to better explain his financial solutions to his clients.
- Designed user interface design for AGNet.com, a teacher-to-parent web tool.
- Created branding and advertising for non-profit fundraising event in Malibu, including banners, wayfinding, t-shirt design, logo, posters and postcards.

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2004 – 2007

DESIGNER

RTKL Associates Inc.

Los Angeles

Assisted a wide range of clients develop and continue visual identities and brands. Created wayfinding and signage, logos, brands and identities, book and brochure design, print and packaging design. Worked collaboratively in a team environment.

SELECTED ACCOMPLISHMENTS:

- Designed signage system for the 2007 Make-A-Wish Los Angeles Gala and the 2005 AIA Los Angeles Gala.
- Managed a team of freelancers, designed and traffic-directed book design for an International Architectural Design Competition, Failaka Island.
- Created successful corporate logos for: Frisco Square, and Downtown SunnyVale, Bellevue Square Mall.
- Designed multifaceted signage system for Palazzo Westwood, a mixed-use residential center.
- Incorporated cutting-edge technology and designed signage and wayfinding systems for Bellevue Square Mall.
- Collaborated on event graphics for the Cleveland Clinic/Canyon Ranch “Wellness Center” project.

2002 – PRESENT

DESIGNER, OWNER

Smitten Invitations

Los Angeles

An online wedding invitation company specializing in customized letterpress invitations and greeting cards.

SELECTED ACCOMPLISHMENTS:

- Created internationally successful blog www.MelissaSmitten.blogspot.com
- Designed website and user interface for www.SmittenInvitations.com
- Designed business and marketing collateral.
- Designed and art directed over 150 unique stationery designs.
- Earned stellar reputation within the wedding industry.

2003 – 2004

TEACHER'S ASSISTANT

Otis Art College of Design

Los Angeles

Worked one-on-one with students, assisted instructor in administrative duties, critiques, grading and lectures for freshman, sophomore and junior design classes.

SUMMER 2003

INTERN

I.E. Design

Hermosa Beach

Worked in a team atmosphere under a creative director. Work included logo development, branding, brochure, layout and design for clients such as UCLA and DaVita.

FALL 2002

INTERN

Matteo Home Furnishings

Los Angeles

Designed new print collateral within the company's established branding system.

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EDUCATION

- 2001 – 2004 Otis Art College of Design, Los Angeles
B.F.A. Communication Art, with honors
- 1999-2001 Moorpark Community College, Moorpark, California
General Education

ACHIEVEMENTS

- 2006 RTKL Archibald Rogers Award for Social Action
2004 Dean's List, Otis Art College (2002, 2003, 2004)
2003 Otis Art College Intuitional Grant
2002 Ben Maltz Scholarship, Otis Art College
2001 Moorpark Community College Art Award
1999 Thousand Oaks High School Scholarship Foundation Award
1999 Thousand Oaks, Westlake Village Chamber of Commerce Scholarship

ART SHOWS

- 2001 Moorpark Community College, single show
2001 Moorpark Community College, collaborative show

Recommendations available upon request.