



Grace Talbert

Graphic Designer

CONTACT

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EDUCATION

Communication Design, B.A.

Art Minor

Elon University/ Elon, NC

2018–2022

SKILLS

Photoshop

Illustrator

InDesign

Adobe Animate

AfterEffects

Dreamweaver

Acrobat Professional

Microsoft Office

MailChimp

WordPress

HTML

CSS

WORK EXPERIENCE

ADP | Roseland, NJ

Freelance Graphic Designer

August 2023 - Present

- Collaborates with internal clients to enhance and optimize the ADP brand within social media graphics & animations, web advertisements, and signage & deliverables for events.
- Supports various departments such as Sales, Marketing, and Events to help execute their vision and strategy for a variety of campaigns through effective graphic design elements.

Project CheerUp! | Cedar Grove, NJ

Social Media Manager

February 2023 – June 2023

- Designed layouts and graphics for the non-profit's upcoming campaigns and newsletters to promote stakeholder awareness.
- Collaborated with a design team to create quality content in support of an integrated marketing campaign.
- Applied creative thought to solve design challenges.
- Embraced new learning opportunities to further hone skills.

Idolize Brows and Beauty | Raleigh, NC

Social Media Manager

May 2022 – October 2022

- Managed the social media accounts including posting, captioning, and responding to comments on behalf of the company.
- Brainstormed campaign/content ideas with a focus on informing guests and increasing engagement to attract new customers.
- Analyzed data from Google Reviews and interacted with guests to answer any questions or concerns.

Center For Engaged Learning | Elon, NC

Publishing Intern

February 2022 – May 2022

- Utilized strategies learned through research to create social media posts that increased user engagement by applying popular trends to effectively communicate across a higher education audience.
- Designed and copyedited the overall layout for the organization's upcoming academic book and resource pages, utilizing Adobe InDesign and Microsoft Word.
- Applied design skills to create layouts, proofread and modified relevant content.
- Designed cover graphics for social media posts on multiple platforms. Utilized WordPress, Adobe Illustrator and Photoshop in the process.