

EMILY FLYNN

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WORK EXPERIENCE

Emily Flynn Design, Ulster Park, NY

Owner

September, 2008 – Present

- Conduct all aspects of running small business; sales, business development, time management and client relations
- Production of *Seats, NY*; 300+ page seating chart and theater guide for the major performance venues in NYC
- Recent projects: websites; corporate identities; signage; real estate advertising; gala invites; editorial design

Arts Society of Kingston, Kingston, NY

Communications Director

February, 2008 – Present

- Manage all external publicity with press releases, direct mailings, e-newsletter, and website
- Art Direction of ArtWorks, a monthly art supplement in The Daily Freeman with circulation of about 25,000

Synapse Group, Inc., a subsidiary of Time Warner, Stamford, CT

Art Director, Corporate Communications

July, 2005 – June, 2007

- Directed 300+ projects to cohesive finished pieces increasing company wide communication
- Delivered publications including: company magazine; quarterly financial handout; company meeting takeaways; company intranet site; posters; presentations; company manuals; handbook; and more
- Equipped multi-channel sales forces with a fleet of collateral materials
- Maintained relationships across an organization of 275 employees to define communication needs
- Developed and applied consistent look to external company materials including: sales presentations; mock ups; sell sheets; product catalog; and advertisements

Associate Art Director

March, 2004 – July, 2005

- One of three person team which produced in-statement credit card media, averaging 800mm printed pieces/year
- Designed a loyalty program for American Express, Chase, Citibank and others which doubled response in 2004

Graphic Designer

August, 2002 – March, 2004

- Reduced time to print by creating clean and efficient files
- Produced direct mail campaigns for a range of product categories: magazines, books, software, DVDs, and others

Salderelli Design, Port Chester, NY

Graphic Designer

September, 2000 – July, 2002

- Managed projects from proposal through invoicing
- Responsibilities: client relations; project management; business analysis; mock-ups; press runs, and art direction
- Produced: corporate identities; endowment solicitation packages; websites; newsletters; and advertisements

SOFTWARE SKILLS

Macintosh OS X 10.5.2; Adobe Acrobat Professional; Adobe Illustrator CS3; Adobe Indesign CS3; Adobe Photoshop CS3; Dreamweaver CS3; Flash CS3; MediaBank 3.0p2; Microsoft Excel; Microsoft Power Point; Microsoft Word; and last, but not least, QuarkXpress 6.5

EDUCATION

Purchase College, State University of New York, School of Art + Design, Purchase, NY

Bachelor of Fine Arts: Concentration in Graphic Design, May 2001. GPA 3.49

- Summer semester in Piciota, Italy, 2000

OTHER ACHIEVEMENTS

Vermont City Marathon, Burlington, VT; May, 26th, 2008