

**ERIN RUSSELL**

515 N 1<sup>st</sup> St. #406  
Minneapolis, MN 55401  
Cell Phone (612) 804-6318  
Email elr365@gmail.com

---

**OBJECTIVE:**

I am in search of an entry-level position in the Marketing and Advertising field where I can utilize my skills in effective communication, promotional knowledge and design experience.

**PERSONAL SUMMARY:**

I am a personable, goal-oriented individual looking for a new challenge, which will allow me the opportunity to further my knowledge in customer service, technical skills and experience in Marketing and Advertising. In 2003 I joined the support staff at Dorsey and Whitney. Throughout my tenure I gained knowledge in the Litigation department, and the software applications that supported that area. My ability to work with lawyers and staff provided me an award for my service above and beyond. As a student of the Art Institutes of Minnesota's Advertising program since 2004, I have continued to develop my business, technical and graphic design skills. I am organized, self-motivated, and can easily handle a fast-paced environment. I am fluent in the Adobe Creative Suite and am equally comfortable in both a PC and Mac environment. I am professional and learn extremely quickly.

**EMPLOYMENT:**

Rt Vision (Minneapolis, MN) 2011 – Current

***Graphic Designer***

- Create and produce images and logos
- Create layouts for magazines, newsletters, newspapers, brochures, product sheets, and other print pieces
- Coordinate for production of print pieces
- Create layouts for websites and digital newsletters or email advertising

Schermer Kuehl Marketing (Minneapolis, MN) 2009 – 2010

***Intern***

- Assist the Account Services and Creative Teams with following:
- Agency marketing efforts – includes updating Agency prospect information, researching prospects to learn more about their companies/industries and competitive reviews, RFP requests
- Coordination of Agency Marketing/PR Mailings – includes devising and implementing the mailings, ordering necessary supplies and generating letters to accompany materials sent, updating media list, scheduling and tracking PR mailings and mentions in publications
- Project Management - includes assisting Project Manager & Project Coordinator with estimating, scheduling and vendor management
- Design Production – includes assisting Art Director with presentation prep, photo shoots, production, and press checks
- Publications Review – includes flagging articles and/or ads in trade publications as they relate to current clients and their competitors
- Reception duties including answering phones, scheduling deliveries & pick-ups and mailing, assembly of proposals

Dorsey & Whitney LLP, Minneapolis, MN 2003 – 2008

***Trial Graphics Assistant***

- Create demonstrative evidence and other graphics and presentations
- Tailor graphics and presentations for specific uses, such as trials and arbitrations, legal documents, and firm meetings
- Assist with trial technology-related support when necessary such as Adobe software tutorials and basic presentation software tutorials such as Flash and PowerPoint
- Consult with lawyers and staff regarding demonstrative layout options for trial
- Coordinate with and manage third party printing vendors
- Coordinate with lawyers, vendors, support staff, and administrative groups to help support projects and teams

**EDUCATION:**

Continuing Education in Advertising Program  
Art Institute International Minnesota, MN; 2004-Present  
3.5 / 4.0 GPA

**REFERENCES:**

Available upon request.