



Michelle
Weeks

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Experience

Merkury Innovations

May 2013 – present

Project Manager, Creative Department

Manage projects/schedules for a team of 20+ creatives; coordinate collaboration & communication with other departments; on-board new hires for Creative team; maintain project management software (Hive); troubleshoot issues/streamline processes with other dept. managers

Designer

Create and update various packaging designs, POP/in-store displays, and assist with graphics/assets for trade shows/e-commerce as necessary

RIT Department of Mechanical Engineering

September – November 2012

Graphic Design Intern

Develop/design bi-folds & promotional material

Reporter Magazine

September 2011 – October 2012

Senior Staff Designer

Generate editorial layouts

Marvel Entertainment, LLC

June 2012 – August 2012

Creative Services Intern

Design elements & style guides

Rochester Museum and Science Center

June – August 2011

Exhibit Design Intern

Create signage design for new exhibits

Old Tappan Pediatrics

June – August 2009; May – August 2010

Secretary

Interacted with patients and kept files organized

Education

Rochester Institute of Technology

Rochester, New York

B.F.A. in Graphic Design (May 2013)

Minor: Print Media

Concentration: Art History

GPA: 3.7

Software/Programs

Adobe Illustrator

Adobe InDesign

Adobe Photoshop

Adobe Bridge

Hive (Project Management)

Flash

Adobe Dreamweaver

CSS3 & HTML5

QuarkXPress

MS Office Suite

Windows OS

Mac OS

Accomplishments

Sil Hall Scholarship Recipient

June 2011

School of Design

Rochester Institute of Technology

RIT Art House Executive Board

March 2010 – April 2011

Historian/Secretary

Girl Scouts of America, Troop 1100

September 2005 – June 2009

Volunteer/Assistant Leader

Have a fantastic day!
