

# Heather A. Lemon

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## Work Experience

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**RE/MAX Destiny** November 2006 – Present Cambridge, MA

*Graphic & Web Designer*

- Multitasking design work with general office administration
- Meet with clients and create a timeline for projects
- Oversee department
- Delegate and coordinate projects with multiple team members
- Work with outside vendors (FastSigns of Waltham, Cambridge Sign-A-Rama, Merrill Printing, etc.) representing clients' marketing needs
- Design single page and multiple page layouts for clients marketing needs
- Design layout and coordinate newspaper ad submissions to Boston Globe and Boston Homes newspapers
- Design, build, upload and maintain clients' websites (www.UnionPlace.info, www.ProspectCourt.com)
- Design and coordinate email marketing campaigns for clients
- Shoot photos, coordinate and manage clients' photography needs
- Work with a committee to help organize and design a quarterly newsletter
- Maintain standards and trademarks of the RE/MAX brand
- Conduct training seminars in design for clients and introduce new clients to the department, team and services
- Troubleshoot and assist with clients' computer needs

**New Balance Athletic Shoe, Inc.** February 2006 – September 2006 Brighton, MA

*Graphic Design/Marketing Intern and Freelance*

- Scanning and editing photographs
- Assisting in print design and production of marketing materials
- Maintain electronic visual library
- Assisted in design of Phantom Liner logo for distinct product line

**The New England Institute of Art** Sept 2003 – April 2006 Brookline, MA

*Office Assistant*

General office administration including data entry, telecommunications and filing

- Assisting student requests for employment
- Enter data into student housing database
- Prepared mailings to students, staff and faculty and conducted informational phone calls to students/employers
- Coordinate student identification badge administration

## Computer Skills

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Mac & PC Platform	Quark	InDesign	Illustrator	Photoshop
Dreamweaver	Flash	HTML & CSS	PHP & MySQL	Microsoft Office

## Education

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**The New England Institute of Art** May 2006 Brookline, MA

*Bachelor of Science degree in Graphic Design*

**The New England Institute of Art** September 2009 Brookline, MA

*Certificate in Advanced Website Development*

## References

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Available upon request.