



AMANDA ADAMS

PHONE: 617-549-2491 | EMAIL: amanda.adams@aadesignworks.com

PORTFOLIO: www.aadesignworks.com



EXPERIENCE

A&A DesignWorks | 2010 – Current | Graphic Design Professional

Established a business as a design consultant and freelancer providing creative solutions for businesses, organizations and individuals through the design of items such as brochures, flyers, postcards, newsletters, magazines, booklets and PowerPoint presentations. Knowledgeable and experienced in the creative process from concept to completion. Below is a list of specialties and a collection of clients I have worked with.

- **Marketing Collateral Design**
Elysium Digital | SparkPlug Power | Soul Physical Therapy | Parkway Running Club | Environmental Voter Project
451 Marketing | Vital Integrations | AndGolf | Center for Integrated Behavioral Health
- **Brand Identity**
SparkPlug Power | Women@Blue (BCBS) | Parkway Running Club | Networking Professional of Dedham
- **Publication Design**
Global Datebooks | Lawyers Weekly | 451 Marketing | NAACP Boston | Applewood Books
- **Powerpoint Presentation Design**
Lawyers Weekly | SparkPlug Power | Environmental Voter Project
- **Tradeshow Signage**
Elysium Digital | Global Printing & Packaging | Vital Integrations
- **Infographics**
Vertical Systems Group | SparkPlug Power | Elysium Digital

Lawyers Weekly, Boston, MA | Sept 2003 – February 2010 | Graphic Designer

- Handled the design and production of various publications including *Legal Matters* quarterly newsletters, *Massachusetts Medical Law Report*, *In-House* newspaper, and numerous directories, books, and supplements
- Initiated the redesign of *Legal Matters* custom newsletters, created new logo and layout, and maintained database
- Administered the print and online versions of the Massachusetts Rules Service and annual book
- Designed collateral for Lawyers Weekly events, including posters, house ads, name tags, and PowerPoint presentations
- Produced flyers, ads, postcards, booklets, and other marketing collateral for the sales team
- Collaborated with editorial, sales, and marketing teams and supported design team with other projects during crunch time

Achievements:

- Dolan Media Sammy Awards: 2nd Place, Newspaper Layout and Design, 2008 – Medical Law Report; 3rd Place, Front Page Design, 2006 – Medical Law Report
- Lawyers Weekly Employee of the Month – received recognition in 2005 and in 2009

Horizon House Publications, Norwood, MA | June 2000 – Sept 2003 | Production Artist

- Administered the design and production of monthly magazines including *The Journal of Electronic Defense* and *Telecommunications America*
- Implemented the computer-to-plate process of printing and educated fellow production artists on proper creation of files to be used by the computer-to-plate process
- Facilitated the reproduction of magazine articles for external clients

COMPUTER SKILLS

Extensive knowledge in InDesign, Illustrator, Photoshop, Quark, Acrobat, PowerPoint, Word, Excel; basic knowledge in HTML.

EDUCATION

B.A., Regis College, Weston, MA 2000
Major: Graphic Design
Minor: Management
GPA: 3.4/4.0