

SALLYMILLIGAN

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ONLINE PORTFOLIO

SUMMARY OF QUALIFICATIONS

- Highly creative and multitasked, with extensive professional experience in graphic design and marketing.
- Knowledge of utilizing technical skills to enhance organizational efficiencies.
- Ability to organize multiple projects and tasks simultaneously while managing others in complex and fast-paced business environments while displaying excellent communication skills.
- Dedicated team leader, productive professional and efficient achiever.

PROFESSIONAL EXPERIENCE

August 2012 – Present, CBRE, Senior Communications Specialist

- Meet with various members of management and service line directors to ensure the member's vision and messages are clearly and professionally presented in a final marketing piece.
- Use a variety innovative technologies and techniques to alter, create, enhance and design all marketing collateral for Sprint Real Estate.
- Develop communications including presentations, email campaigns, and printed materials using Adobe Illustrator, InDesign, and Photoshop (CS6).
- Expertise in ImageReady, Flash and Microsoft Suite.
- Art Director for the internal Sprint Real Estate newsletter.
- Help cultivate culture and innovation through the creation of eye-catching, creative, attractive marketing collateral.
- Art Director for all interior design projects, creating sizes, layouts and mock-ups for several display concepts for each project.
- Create all material for virtual and video displays.
- Work directly with printing and display companies to ensure the highest quality products and layouts are installed with the lowest price structure.
- Proficient with schematic design, space planning, design development as well as construction drawings.
- Manage multiple design projects simultaneously while meeting extremely tight timelines.

March 2009 – June 2012, Global Spectrum, Graphic Designer

- Produced annual organizational portfolio which showcased a year's worth of work and obtained corporate national recognition three years in a row.
- Designed and oversaw the production and installation of Global Spectrums' suite display, Wells Fargo Arena ticket window display, Principal River's Edge Restaurant in-arena bowl signage and the 2011 Iowa Republican Caucus stage, name badges and directional signage.
- Designed advertisements from concept to print for Billboard Magazine, Pollstar Magazine, Venues Today, DM Partnership Directory, B2B, ISAE, and Meeting Planners Guides.
- Created, developed and managed all marketing, LED ribbon panels, print, wedding, and promotional collateral including brochures, newsletters, logos, business cards, posters, post cards, invitations, stationery, programs and flyers.
- Designed logo for Community Choice Credit Union Convention Center and regulate facility branding.
- Successfully managed, hired, interviewed and trained graphic design and marketing interns.
- Effectively built seating charts and sold maps for Arena events.
- Responsible for creating unique concert artist gifts for day of show presentations and consistently took internal photographs for all events.
- Created design theme for concession plasma television and souvenir cups for Ovations Food Services.
- Maintained and coordinated venue's website and Facebook page.
- President of national and local charity committee for Global Spectrum, nominated three years in a row.
- Established trusting relationships with key clients, designers, vendors and printers.

October 2002 – March 2009, MECA, Marketing Coordinator/Graphic Designer

- Designed full page, full color advertisements for Pollstar Magazine, Billboard Magazine, Dex Media, Midlands Business Journal, Successful Meetings and Metro Magazine.
- Coordinated and designed all signage for the 2006 and 2008 NCAA Volleyball Championships, 2008 NCAA Division I Men's Basketball First/Second Rounds and 2005 NCAA Volleyball Regionals.
- Produced annual report for Naming Rights partner.
- Developed and implemented all building collateral and signage with new logo.
- Managed logo identification and placement used by outside agencies.
- Created seating layouts for all arena events for venue website and promoters.
- Designed holiday cards and special event invitations hosted by Qwest Center Omaha.
- Created the ticket template used for all arena events, reaching over one million customers.
- Organized contractual advertising placement in the building, ensuring the highest quality service to over twenty companies.
- Created entire magazine for Group Sales advertising.
- Responsible for designing PowerPoint presentations for NCAA championship and regional bids.
- Developed copy and artwork for direct-mail pieces.

- Coordinated and updated webpage for upcoming events.
- Worked directly with printing companies for direct-mail and signage materials.
- Conducted daily administrative tasks for the Vice President to including organizing meetings, business trips and advertising agreements, filing and providing customer service to a variety of clients.

EDUCATION

- Associate Degree of Occupational Studies in Applies Sciences, The Creative Center, Omaha, Nebraska, May 2002
- Emmetsburg High School, Emmetsburg, Iowa, Graduated with Diploma, 2000

COMPUTER SKILLS

- Diverse in both PC and MAC platforms. Adobe Creative Suite CS6. Proficient in Illustrator, Photoshop, InDesign, AfterEffects, Microsoft Word, Excel, PowerPoint, Daktronics, EventBooking, Paciolan, CastNet, and Scala.

REFERENCES

Roger Dixon, President/CEO, CenturyLink Center Omaha

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Tom O’Gorman, Vice President of Marketing, CenturyLink Center Omaha

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