



melissalew

EDUCATION

 **George Mason University**
Bachelor of Arts, 2005
Art and Visual Technology
Concentration: Digital Arts
Minor: Information Technologies

TESTIMONIALS

"Melissa's creativity and attention to details were above those of many designers—and I've worked with quite a few. She quickly grasped the concept of our desired project, which eliminated any back-and-forth of design edits. She's a designer who 'knows her stuff.'"

Rebecca Page, Director of Marketing & Membership, NACE (Washington, DC)

"For the past two years the Clarendon Alliance has been extraordinarily fortunate to have Melissa Lew as our design professional. From our various websites to our logos and event posters, Melissa has been instrumental in bringing the CA into the 21st century. She has always delivered great work—on-time, and on-budget. What's more, her support is first rate! I am happy to recommend Melissa to anyone needing prompt, professional, high-quality design."

Matt Hussmann, Executive Director, Clarendon Alliance (Virginia)

"I've enjoyed working with you. I especially appreciate how quickly you were able to get things done and how well you grasped what I was looking for."

Barbara Maclellan, Executive Director, JASMINE (British Columbia, Canada)

"Melissa Lew is an extremely talented artist. She is driven to get you stellar results even within a small window of time. She's also very detailed, organized and task oriented. She takes care of the entire process – hire her!"

Jennifer Elizabeth Miller, Owner of The JEM Collection (Washington, DC)

SPECIALITIES

-  Branding and Identity
-  Vector Art/Illustration
-  Community Involvement
-  Social Media
-  Marketing and Advertising
-  Tradeshows Displays
-  Eco-Friendly Printing
-  Website Design
-  Layout
-  Photography
-  Photo Retouching
-  Photo Manipulation
-  3D Rendering
-  Digital Art

EXPERIENCE

Melissa Lew, LLC (2003 - present)

Freelance Graphic Designer

- Responsible for creating and implementing eye-catching collateral for a variety of companies, partnerships/BIDs, and non-profits - both local and international (Canada, United Kingdom, and Australia).
- Experienced in both print and web design, branding and identity, marketing, social media, and photography. Able to produce high quality work under strict guidelines, schedule, and budget.

CH2M HILL (2008 - 2013)

Graphic Designer

- Responsible for analyzing client requirements and producing creative and effective solutions for CH2M HILL's public and private sector clients.
- Community involvement design lead for many major clients, including the Navy's Vieques Cleanup Program. Products include newsletters, marketing materials, award packages, websites, and displays.
- Graphic design lead for the Navy CLEAN program. Responsible for creating and implementing style guides and guidelines, managing production schedules, managing team resources, and managing external vendors to ensure high quality deliverables.

Plexus Scientific (2001 - 2006)

Graphic Designer (2001 - 2006)

- Responsible for creating high end deliverables for Plexus' federal clients.
- Supported Plexus' marketing and business development initiatives - from developing proposal graphics to conference materials.

Web Content Manager/Outreach Specialist (2006 - 2007)

- Worked closely with content submitters to analyze and migrate their content to a new Oracle Portal based platform (DENIX).

Junior Project Manager (2006 - 2007)

- Managed IRS help desk contract and responsible for interfacing with client, developing monthly reports, and CMMI documentation.
- Developed and implemented help desk policies and training manual.

Help Desk Specialist (2001 - 2006)

- Obtained STI Help Desk Professional Certification in 2004.
- Provided various divisions within the IRS with SGML and XML support.

Atlantic Mutual Corporation (1999-2001)

Website Designer

- Designed, developed, and maintained intranet web sites.