

Lindsey Lee
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PROFESSIONAL SUMMARY

A determined and trained design professional experienced with AdobeCreative Cloud to create visual products for clients. Experienced with digital photography, videography, journalism, graphic design, and interior design. Comfortable with customer service, collaborating with a team or working alone. Qualifications include:

- Adobe Creative Cloud
- Experienced in Mac operating system
- Microsoft Excel, Microsoft Word
- WASP asset accountability software
- Works comfortably at a fast pace
- Able to meet deadlines
- Organized and detail-oriented
- Customer service experienced
- Team oriented
- Revit
- Trained in Interior Design
- AutoCAD

EXPERIENCE

Photography

- Experienced in Nikon DSLR photography and Adobe Photoshop photo editing software.
- Captured over 14,000 photos on and off deployment, contributing to historical documentation of Naval events.
- Published over 121 photos to Defense Visual Information Distribution Service, resulting in worldwide exposure for Naval operations.

Graphic Design

- Produced over 30 graphics for clients portraying the customers' requests, including advertisements, infographs, graphic illustrations, and magazine layouts using Adobe Illustrator, Adobe Photoshop, and Adobe InDesign.
- Created two posters for the Department of the Navy to use as visuals during a presentation to congress.

Videography

- Recorded b-roll and a-roll with both Canon camcorder and Nikon DSLR for multiple team projects.
- Edited 6 videos and multimedia pieces using Adobe Premier software.

Journalism

- Published more than 10 press releases and news stories coordination with AP Style and Navy regulation.
- Edited stories for subordinates within our division, resulting in higher quality media releases.

Public Affairs and Social Media

- Assembled more than 150 media packets for foreign journalists while deployed aboard U.S.N.S. Mercy (T-AH 19) during Pacific Partnership 2016, distributing information about international partnerships and naval operations.
- Hand-picked to escort AP journalist from the Philippines aboard Mercy for interviews.
- Well-versed in social media outlets such as Twitter, Facebook, YouTube, Instagram, etc., understanding how to increase views, clicks, likes and other forms of interaction, depending on the format.

Communication Skills and Teamwork

- Fostered relationships with clients through courteous and professional interactions in studio and department, resulting in an increase in new and return clients.
- Worked effectively with teams of other photojournalists to complete a series of tasks to communicate a story or message for our client.
- Built rapport with customers by catering to each one-on-one to drive sales and increase store profits.

Organization

- Reconstructed a detail-oriented catalogue for inventory of camera gear for the department, resulting in 100% accountability for \$2.8 million in assets.

- Filed paper records while also maintaining a digital record of inventoried items promptly and effectively, creating an efficient method of locating records.

Fast Pace Environment

- Published images and products within one hour of capturing photos and video, resulting in timely and accurate news releases on deployment and fostering of partnerships for future tasks.
- Met deadlines for and published last minute products alongside daily tasks during 12-hour workdays, leading to increased productivity and media exposure for our organization.

Software

- Utilized Adobe Illustrator, InDesign, Premier and Photoshop and Mac OS X to create high-quality products and imagery resulting in publishing and worldwide distribution.
- Created asset accountability spreadsheets with Microsoft Excel for items removed from inventory, easing the transfer of items from our division to another.
- Navigated through WASP inventory accounting system and organized the department's asset information, increasing efficiency and accountability for item check-outs and check-ins.

EMPLOYMENT HISTORY

- Design Consultant, Bella Maria, 2022-Present
- Mass Communication Specialist U.S. Navy, 2014-2018 (TR)

EDUCATION

- Gwinnett Technical College, May 2023, Interior Design Associate of Applied Science
- Defense Information School Basic Mass Communication Specialist Course, 7 months, 3 weeks
- Attended Columbia College, 82 Semester Hours in Studio Art with concentration in Graphic Design