

Andrea S. Pimm

916 Manor Rd. • Alexandria, VA 22305 • andrea.pimm@gmail.com • 571.481.7027

Technical / Skills

Adobe Creative Suite	Magazine Design & Layout / Production
Adobe InDesign CC	Brochures / Newsletters / Research Manuals
Adobe Photoshop CC	Email Blast / Logos / Presentations / Apps
PowerPoint / Word / Excel	4/Color Printing Process
Cvent / City Soft	PC / MAC – Platforms

2017 – Present Freelance Designer - ACC Foundation, 1001 G St. NW Suite 300W, Washington, D.C.

- Responsible for concept creation, designed event programs brochures, promotional web-eblast, event signage, powerpoint presentations for CLE sessions
- Converted designs and marketing materials for Website
- Logos and banners for specific events.
- Quarterly Newsletter.

2011 – 2017 Graphic Designer / Production Manager

Minority Corporate Counsel Association, 1111 Pennsylvania Ave, Washington, D.C.

- Responsible for concept creation, design and layout of all MCCA brochures and promotional materials. Converted designs and marketing materials for Web
- Designed logos, Website banners, Apps, signage for 4 major events/conferences and awards.
- Oversee design and production of event materials, research surveys, award plaques and trophies.
- Coordinate and designed e-blasts and marketing materials for all events
- Work closely with Development and Events team in creating sponsorship guides, signage and staging for 3 primary conferences in different locations /including the Awards Gala.
- Collect and layout sponsorship advertisements in program guides for events/conferences.
- Provide design assistance to Events Coordinator and Membership Director.
- Work with outside vendors to help design setups for all off-site events, signage, pamphlets & PowerPoint presentations
- Close collaboration with other departments to meet tight deadlines.

2009 – 2010 Freelance Designer Contract

ADAPTIVECYBER , 1100 N. Glebe Rd., Suite 1010 Arlington, VA

Freelance Contract Job: Designed graphics for event signage, pamphlets & PowerPoint presentations.

2001 – 2008 Production Director/ Art Director, *Rocks & Minerals Magazine*

Heldref Publications, Washington, DC

- Oversaw graphic production & printing of the foundation's 47 journal publications and magazine publications covering topics in current medical, religious, and scientific fields.
- Collaborated closely with other departments for the planning & scheduling of the foundation's magazines & journals.
- Main contact for the foundation's business relationships with print vendors; effectively negotiated with vendors, meeting deadlines and coupling with company brand.
- Designed bi-monthly publication *Rocks & Minerals Magazine*; Redesigned, layout & design - Bi-monthly publication.
- Designed charts and figures to meet specs as well as checking maps and photos.
- Oversaw production processes including scanning /photos/convert into electronic files
- Setup printing contracts with printers to effectively cut production costs.

1997 – 2000 Graphic Designer

HAI Helicopter Association International, 1920 Ballenger Avenue, Alexandria, VA

Design and Layout production for *Rotor Magazine*.

Designed advertisements for clients, Convention logos, brochures, in house ads, Registration Kit for annual HELI-EXPO Convention, HAI EXPO Advertising, HAI Annual Cover, PowerPoint presentations, for educational training, t-shirts, tote bags..

EDUCATION: Virginia Commonwealth University - Communications Arts & Design.

George Washington University - Computer Graphics for the Designer Classes

2017 - Northern Virginia Community College (NOVA) Intro to Computer Applications & Concepts.