



# MARK VOELKER | Visual Designer

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## SKILLS

Adaptability  
Communication  
Listening  
Problem-Solving  
Teamwork

## TOOLS

Adobe CC  
• Photoshop  
• Illustrator  
• Indesign  
• Premiere Pro  
• XD  
• After Effects  
Canva  
Figma  
Microsoft 365  
• Word  
• PowerPoint  
• Teams  
Google Workspace  
• Gmail  
• Drive  
• Slides  
Web/Coding  
• HTML  
• CSS  
• JS  
• Wordpress  
Photography  
• Nikon  
• Canon  
Project Management  
• Trello  
• Asana

## EXPERIENCE

### **GIRT ENTERPRISES** - Indianapolis, Indiana

#### **Freelance Designer** | July 2021 - Current

Provides print and digital design solutions. Communicates with team members on projects. Takes on assignments to support others when there are deadlines to complete projects on time and budget.

- Has helped a variety of clients in the US.
- Traveled to locations for videography and photography services.

### **WEST SIDE COMMUNITY NEWS** - Indianapolis, Indiana

#### **Media Editor** | September 2021 - December 2022

Reviewed press releases and articles sent in to keep in AP Style. Created and/or modified advertisements. Updated layout design and visually inspected paper before sending to print via FTP.

- Helped small businesses accommodate their ads for the paper.
- Developed skills in photojournalism and administrative services.
- Provided delivery freight drivers assistance when needed.

### **HERFF JONES** - Indianapolis, Illinois

#### **Seasonal Pre-Press Technician** | October 2020 - April 2021

Temporary role that ensured documents free of any visual errors by proof reading and inspecting for quality control. Prepared files before sending off to print.

- Finished opportunity a month earlier than historical average.
- Helped service other areas of business such as packing and shipping.

### **JACK DOHENY COMPANY** - Whitestown, Indiana

#### **Visual Designer** | October 2018 - February 2020

Provided graphic work for print elements and operated in-house printing of catalog. Maintained online content including full rebuild of new website. Organized email campaigns to send to clients and leads.

- Helped redesign company branding including new website with marketing team.
- Developed skills in email marketing, social media management, and video editing.

## EDUCATION

### **INDIANA STATE UNIVERSITY** - Terre Haute, Indiana

#### **B.F.A., Graphic Design** | Class of 2013

- Acquired Minors in Creative Writing & Art History

### **COURSERA** - Virtual

#### **Google UX Design** | November 2022 - February 2023

- Acquired Certificate in User Experience Design & Research

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