



Multimedia Specialist/Graphic Developer

Boeing • Englewood, CO • Present

- Create and maintain engaging eLearning course elements and visual designs for the Early Career Training programs, collaborating with subject matter experts to ensure content accuracy and adherence to brand and media standards.
- Develop and manage course content, including eBooks, videos, photography, and digital assets, while applying instructional strategies for effective learning outcomes.
- Spearheaded the creation of updated Brand Guidelines, boosting team productivity by 25%, and developed 10 online course templates that streamlined slide creation by 75%, enhancing brand cohesion across learning modules.

Production Specialist

Monigle Associates • Denver, CO • 2021 – 2023

- Automated workflows with “actions” using a table-based color match system that reduced manual creation time by 50%.
- Elevated the execution of final artwork and functional templates, including layout variations, logo design, asset package development, document and dynamic template creation.
- Contributed to training decks and instructional design for eLearning courses, ensuring efficient and high-quality outputs.

Marketing Designer

Perkins Coie Law Firm • Denver, CO • 2018 – 2021

- Provided daily graphic design support by producing graphic art and visual materials for Perkins Coie’s visual identity extension across all branded elements.
- Supported the firm’s business development efforts by conceptualizing complete UI/UX design strategies in collaboration with other team members that shaped successful experiences for the digital user.

Senior Graphic Designer

Naropa University • Boulder, CO • 2015 – 2018

- Provided creative visual concepts and layout of all digital and print collateral including, but not limited to, illustrations, curriculum materials, training, and promotional collateral.
- Collaborated and supported the web/video staff with front-end development work and digital graphic design projects to develop email campaigns, web-based graphics, motion graphics, digital advertising, and online publications.

Lead Art Director and Design Manager

F+W Media • Golden, CO • 2012 – 2015

- Managed a 12-member creative team, overseeing project assignments, coaching, feedback, resource allocation, hiring, contract negotiations, budgeting, and workflow optimization to ensure timely, successful project completion.
- Led art direction and graphic design for multiple sewing and crafting publications, designing and producing these publications under tight deadlines. Also responsible for directing photo shoots and coordinating locations and props.

Contact Information



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courtneykdesign.com



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Expertise

- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Adobe After Effects
- Adobe Premier Pro
- Adobe Audition
- Adobe PDF
- Figma
- MS PowerPoint
- MS Word, Excel
- MS Project
- SharePoint
- Articulate Storyline
- LMS/SCORM
- HTML, CSS
- Wordpress

Skills

- Motion Graphics
- Instructional Design
- Interactive Design
- Accessibility Design
- Animation
- Video and Audio
- UX/UI
- Brand Development
- Front-End Development
- Project Management
- Template Creation
- Photo Shoot Art Direction
- Prepress Print Production
- Large Format Printing

Education

- Rasmussen University
Bachelor of Science in Graphic Design, summa cum laude
Animation, Web & Interactive Specialization
- Collins College
Associate of Arts in Visual Communication
Graphic Design Specialization

Honors and Accomplishments

- Attended The Design + Accessibility Summit Creative Pro event 2022
- STARS Class of 2015 – F+W Media – Executive Leadership Program
- Boulder Digital Arts – WordPress: How to Run Your Own Site/Blog & Wonderful World of Widgets
- Boulder Digital Arts – Web Design Transitions Certificate Program
- Adobe Certified Expert Training and Certification