

# Hillary Mantha

Marketing • Graphic Design • Events

www.hillarymantha.com  
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## Computer Skills

Mac OSX and  
PC Operating Systems

Adobe Creative Suite CC

InDesign  
Photoshop  
Illustrator

Microsoft Office

Power Point  
Word  
Excel

Outlook  
Access

Corel Draw

Evernote

WordPress

Social Media

Facebook  
LinkedIn  
Twitter  
Instagram  
Pinterest

## Education

Berry College

Mount Berry, Georgia  
December 2011

Bachelor of Arts  
Visual Communication  
Business Minor

Summa Cum Laude  
and Phi Kappa Phi

## Professional Experience

### Advanced Distributor Products

Marketing Communications & Events Specialist

Stone Mountain, Georgia

March 2014 - Present

- Complete site selection for various events including annual National Sales Meetings and various executive events
- Create printed literature for events including name badges, local area maps, and welcome packets for all event guests
- Work with vendors and corporate legal department to finalize contracts
- Coordinate travel arrangements for customer events
- Select and order promotional products to utilize for events
- Organize and assist in the setup of events
- Complete Quarterly Project Reports to summarize and demonstrate results of projects
- Facilitate in the hiring process for multiple positions within the company
- Assign appropriate duties to intern and contractors
- Research and identify new vendors
- Manage the development of a new promotional product website to be utilized by all National Sales Representatives
- Design, update and coordinate the printing and distribution of product literature and customer-specific marketing materials

### Leukemia & Lymphoma Society Westchester Chapter

Seasonal Recruitment & Outreach Coordinator

White Plains, New York

September 2013 - November 2013

- Communicated with local schools to secure their participation in fundraising programs
- Tracked all interactions with potential school coordinators

### Brown Brothers Harriman

Temporary Designer and Desktop Publisher

New York, New York

October 2012 - November 2012, March 2013

- Updated and customized marketing materials in Adobe InDesign and Microsoft PowerPoint
- Modified promotional literature to create a more efficient process for quarterly updates

### Kohn Pedersen Fox Associates

Temporary Marketing Coordinator

New York, New York

April 2012 - September 2012

- Gathered, organized, and laid out information for proposals for new project opportunities
- Customized staff resumes and project descriptions to highlight more relevant information
- Expanded and organized the history of award submissions and honors dating back to 1997
- Spearheaded the creation of the Kohn Pedersen Fox Pinterest page

### The Season Special Event Planning

Marketing and Event Assistant, Blog Writer  
Office and Event Assistant

Rome, Georgia

May 2011 - March 2012

March 2013 - May 2013

- Facilitated in set-up, management and tear-down of events
- Photographed events throughout organization process
- Composed blog articles for company website
- Designed marketing and event materials

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## Professional Skills

Event Planning  
Graphic Design  
Brand Management  
Collaboration  
Communication  
Organization  
Project Management  
Time Management  
Research  
Writing

## Interests

Photography  
Baking  
Weddings  
Soccer

## Professional Experience Continued

### Ramifications Art and Literary Magazine

*Art Editor*

*Berry College, Mount Berry, Georgia*

*October 2008 - December 2011*

- Designed the front and back cover of the magazine, as well as section layouts
- Edited the submitted artwork to ready them for print
- Developed marketing campaigns to raise awareness for submission calls
- Collaborated with Ramifications staff in the selection of art, poetry and prose

### Harbin Clinic

*Design and Marketing Intern*

*Rome, Georgia*

*July 2011 - August 2011*

- Designed maps of main clinic
- Created marketing materials for various departments
- Organized monthly employee newsletter
- Participated in marketing events including health fairs

### Berry Career Center

*Advertising and Design Coordinator Apprentice*

*Berry College, Mount Berry, Georgia*

*August 2010 - May 2011*

- Designed promotional advertising for events
- Coordinated marketing strategies for Career Center events and campaigns

### Dickey Publishing

*Advertising and Design Coordinator Apprentice*

*Atlanta, Georgia*

*June 2010*

- Designed print advertisements for local businesses and email invitations for magazine events
- Edited images for both Jezebel Magazine and Tuxedo Road Magazine