

Hillary Mantha

Marketing • Graphic Design • Events

www.hillarymantha.com
hillary@hillarymantha.com

Computer Skills

Mac and PC
Operating Systems

Adobe Creative Cloud

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

Graphic Design Intern

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