

mandy howard

(240) 315-3143

info@mandyhdesign.com

Let's Connect:



Dedicated and results-oriented professional with a passion for social impact and a proven track record in managing creative projects, client relationships and delivering tangible outcomes that transform communities.

EDUCATION

Villa Julie College

Visual Communication Design

Bachelor of Science Degree

Owings Mills, MD

Graduated: May 2010

Catoctin High School

Arts & Communications Academy

Career Tech Center – Web Design

Thurmont, MD

Graduated: May 2006

TECHNICAL SKILLS

- Adobe InDesign, Illustrator, Photoshop, LightRoom
- HTML5, CSS, Bootstrap, Coda 2
- WordPress/Joomla CMS
- Event Photography, Editing
- Google Analytics
- MailChimp, Benchmark, MadMimi, Constant Contact
- Salesforce
- Microsoft Office & Teams
- Project Management tools: Basecamp, Trello, Wrike, Freedcamp, Monday, Asana

QUALITIES

- Compassionate and empathetic leader
- Strong communication and client relationship building abilities
- High attention to detail
- Honest, accountable and reliable
- Excellent project management skills
- Creative and strategic visual storyteller
- Fast learning team player who excels at multi-tasking and problem solving

EXPERIENCE

Project Manager, Client & Creative Services

FirstPic, Inc.

Annapolis, MD | 2020 – Present

- Collaborates effectively with internal team members and external partners to manage social impact contracts for a mission-driven management consulting firm that believes in providing kids across the nation with the best opportunities and access to mentors who care about their futures.
- Ensures that creative integrated marketing collateral (digital and print) for large scale events, trainings and campaigns for nonprofits and federal agencies are consistently meeting project scope, timelines and budget requirements.
- Cultivates and maintains positive relationships with client and vendors, serving as primary point of contact for stakeholders. Proactively communicates project updates, identifies potential risks and implements mitigation strategies to ensure project success.
- Provides comprehensive project and grant tracking support using cloud-based project management tools including a customized Salesforce reporting site. Monitors progress towards goals and milestones, and delivers monthly reports and analytics to C-suite executives and other key stakeholders.
- Manages FirstPic, Inc.'s web server, overseeing a diverse portfolio of client websites with the largest website receiving over 12,000 monthly visitors.

I HAVE PROVIDED CREATIVE ADVOCACY FOR:



FREELANCE

Independent Contractor Mandy Howard Design & Photography

Annapolis, MD | 2006 – Present

- Provides photography services that include events, engagements, seniors, maternity and family sessions. (mandyhdesign.com)

LEADERSHIP

5th Grade Girls Teacher Cornerstone Kids

Bowie, MD | 2012 – Present

- Serves weekly in a diverse multi-cultural children's ministry by planning, teaching, leading lessons and facilitating games for youth.

Chapter President AIGA Student Group

Owings Mills, MD | 2009 – 2010

- Led a new student group on campus and facilitated meetings.
- Introduced guest speakers to Visual Communication Design department students and alumni.
- Organized design workshops to enhance students' skills and conducted fundraisers for the group.

INTERNSHIP

Design Intern B. Creative Group

Baltimore, MD | 2008 – 2009

- Created dynamic publications for an award-winning design firm, contributing to projects such as Goucher College's alumni magazine, collateral for Johns Hopkins University and the Music Institute of Chicago's concert season booklet.

EXPERIENCE *(continued)*

Senior Creative Services Designer FirstPic, Inc.

Gambrills, MD | 2016 – 2020

- Developed integrated marketing collateral (digital and print) to meet client deliverables for FirstPic, Inc.'s two offices, which included a portfolio of client websites. Responsibilities included performing requested content updates, providing analytics and backend maintenance.
- Managed FirstPic, Inc.'s master shipping schedule for trainings and events nationwide, ensuring timely delivery of deliverables were shipped to over 50 events annually.
- Adhered to market-specific communications plans for national brands to align messaging with corporate brand standards and objectives.
- Captured youth through a unique perspective for clients by photographing events, managing VIP/celebrity photo lines, creating digital galleries and coordinating photoshoots for publications.

Graphic Designer FirstPic, Inc.

Gambrills, MD | 2010 – 2016

- Led the design and production of various marketing materials, including newsletters, social media assets, publications, flyers, fundraising materials, e-mail campaigns, web graphics, manuals, booklets, infographics, signage, and other training and technical assistance materials from concept to final production.
- Developed and maintained brand standards for FirstPic, Inc. managed social media channels, maintained the website, curated an internal photo library and produced corporate communications.

Advertising Manager The Catoctin Banner

Thurmont, MD | 2010 – 2011

- Managed relationships with a portfolio of advertisers for a monthly newspaper, creating and updating ads while maintaining organized client and creative files and account notes.
- Successfully met tight deadlines for ad submissions while ensuring accuracy in the production for final distribution of over 11,000 monthly copies.