(623) 910-4324 ~ CatherineMThurman@gmail.com ~ www.CatherineMThurman.com

CATHERINE THURMAN LOCATED: PHOENIX, AZ & ORLANDO, FL

EXPERIENCE

- Deliver daily guest service in Fortune 100 Company and preform excellent verbal and written communication skills.
- Partner with multiple departments to ensure quality and efficiency.
- Demonstrate guest service skills in high volume areas with the ability to manage multiple tasks and work well under pressure.
- · Quick thinker with ability to problem solve and make professional quick decisions on a daily basis.
- Trained on POS to handle high dollar transactions and confidential information.

Sales/Marketing Coordinator - Fire Security Electronics and Communications, Inc. Phoenix, AZ 06.2022 - 08.2024

- · Rebranded the company logo, website, and marketing material while maintaining the inventory of promotional items.
- Coordinate all logistics for events, conferences and tradeshows.
- Maintain the database, other social media with announcements, events and news.
- Assist the sales team with routine emails, quotes, scheduling and other clerical items as needed.
- Perform administrative work such as data entry, list uploading, list cleansing, reports, etc. to ensure all estimating deadlines are met.
- Maintain the marketing calendar, scheduling and coordinating shows and conferences, and logistics of show materials and booth items.
- · Assist with the preparation of sales and marketing presentations, including PowerPoint or other presentation software.

Senior/Resident Assistant - Campus Living Villages (Academy of Art University) San Francisco, CA 08 2019 - 06 2022

- Work directly with Resident Director to help with administrative work and serve as a resource, role models, and peer educator with residents.
- · Created transformative living environments in the residence halls while promoting a safe and positive community building.
- Oversaw Resident Assistants with community programming, creative content, and 1:1 meetings.
- Creating opportunities for students academic success, appreciation, and respect for differences.
- · Knowledge of the campus resources while making the resident's college experience satisfactory.

- Communicate with client and schedule meetups for discussion on progress and worked to understand desired outcomes and requirements.
- · Created original commissioned artwork for client.
- · Managed creative process from concept to completion and used acrylic paints, watercolors, and digital media to create illustrations.
- Applied color theory and lighting techniques in illustrations to add excitement, focus, and depth.

- · Created NFTs (non-fungible tokens) and conducted research based on topics to create new and original NFTs.
- · Took concepts and produced design mockups to strengthen designs.
- Created anime characters with appropriate textures, shadows, and features.
- · Tight deadlines and seamlessly integrated with implemented variables: consistent character design to fit into the NFT design.
- Collaborated with other artists to create cohesive illustrations.

- Provided fast-rate hand-drawn illustrations for magazines; print and digital.
- Helped with demands by recommending improvements to artwork, designed mock-ups for review, finding/fixing illustration problems.
- Worked alongside writers to create unique designs under tight deadlines.
- · Proven ability to learn quickly and adapt to new situations.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.

EDUCATION

SKILLS

Adobe Applications (Photoshop, Illustrator, InDesign, Acrobat), Google Applications (Gmail, Drive, Docs, Sheets, Slides, Calendar, Chat, Meet, and Forms), Microsoft Applications (Outlook, Word, Excel, PowerPoint, and Teams), Procreate. Sketching/Brainstorming, Visual Storytelling, Attention to Detail, Complex Problem-Solving, Resourceful, Originality, Creative Thinking, Multitasking, Organization, Team Collaboration, Verbal and Written Communication, and many more!

ACCOMPLISHMENTS

- Academy of Art University 2020 Fundamentals Spring Show, 2021 Illustration Spring Show, and 2022 Children's Book Illustration Spring Show
- Third Place UPWARD Gallery Watercolor Competition 2024 and Fall Competition 2024
- Licenses & Certifications (LinkedIn): Content Creation: Strategy and Tools, Excel Essential Training (Microsoft 365), Marketing: Copywriting for Social Media, and Social Media Marketing Foundations