

Erin Rice

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SUMMARY

A creative graphic designer with 2+ years of professional experience in merchandising and advertising. Proficient in a wide range of design formats, both individually and collaboratively. Detail-oriented and solution-driven thinker with a passion for art and good design.

WORK EXPERIENCE

Wisconsin Automotive Museum (September 2022- September 2023, September 2024-)

- Made marketing and graphic design material including brochures, rack cards, and advertisements published in local, regional, and national magazines and newspapers.
- Created a new logo and rebranded all internal materials including letterheads and envelopes.
- Designed new merchandise like shirts, puzzles, stickers, and postcards. Edited photos and produced vectors. Made seasonal highway signage. Redesigned and edited the monthly newsletter.
- Managed events and engaged with visitors. Planned, organized, and designed graphics for the 2023 Kissel Meet which featured over 20 vehicles and 3 different speakers.
- Assisted with rearranging large portions of the museum, creating exhibits, and moving cars.

History of Diving Museum, Islamorada, Florida (Paid Internship) (January 2022-April 2022)

- In charge of the museum store and greeted all visitors and handled admission fees. In charge of the retail store's inventory levels, reordered products when necessary and sourced and modified a new product for the store to sell and processed online museum store orders. Managed museum membership, enrollment, and sent out reminders.
- Created graphics for in-store and for a multi-museum event.

Concordia University International Center (September 2019-December 2021 while attending college full time)

- Served as an International peer advisor. Assisted international students with Visas and I-20 documentation. Processed confidential information with discretion. Performed filing, answered emails and incoming phone calls from students and staff.
- Served as the monthly newsletter designer and editor for two campus-wide newsletters. Created posters and signage displayed throughout campus. Managed social media accounts and posted weekly.
- Facilitated events and acted as project organizer and photographer for numerous multicultural events including the large-scale International Education Week.

Other Work History

- The Law Office of Robert Rice (2014-2021) Paralegal work, Clerical work, Typing, Billing, Faxing, Handling confidential information with discretion
- Historic Indian Agency House (Paid Internship) (May 2021-August 2021) Docent, Admissions, Curating, Collections management, Digitization, Graphic design

EDUCATION

University College London

- MA History of Art
- Predicted to graduate with Merit Qualification
- Dissertation titled 'J. C. Leyendecker: Production, Print, and Reproduction' focusing on a materialistic understanding of Leyendecker's advertisements with an emphasis on print technology and advertisements
- Strongly developed research skills in a wide variety of topics, well-rounded education on premodern and contemporary art, independently worked on multiple large scale projects simultaneously, efficiently budgeted time between classes, papers, and presentations

Concordia University Wisconsin

- Graduated Summa Cum Laude, (GPA 3.95 of 4)
- History Major, Graphic Design Minor
- Scholastic Honors List (2018, 2019, 2020, 2021)
- Alpha Chi Honors Society

OTHER SKILLS

- Proficient in digital design software including Adobe Creative Suite including Photoshop, Illustrator, and InDesign, and other programs like Gimp, Inkscape, Sketchup, and Canva
- Experienced with Microsoft Office software including Word, Outlook, PowerPoint, and Excel
- Developed oral and written communication skills
- Able to work efficiently independently or in a group
- Strong research abilities and creative thinking