HEATHER PALMER, MA

[CONTACT]
+1 619 881 7237
heatherjoypalmer@gmail.com
heatherjoypalmer.com

GRAPHIC DESIGNER // PROJECT MANAGER

[OBJECTIVE]
I am seeking a design position in which I can contribute my perspective and collaborate with a dynamic team, as well as work individually, in order to develop creative visual solutions that inform, inspire, and captivate.

[EDUCATION]
Master of Arts—Graphic Design, *December 2022*
Academy of Art University // San Francisco, CA

Bachelor of Arts—Project Management, *June 2016*
Ashford University // San Diego, CA

[EXPERIENCE]
Project Manager and Estimator, *August 2014 – May 2020*
D&A Door and Specialties // Boise, ID
Estimated, bid, and managed projects valued between $5,000 and $150,000.
Developed and implemented a more efficient project tracking system.

Procurement Specialist, *December 2013 – August 2014*
D&A Door and Specialties // Boise, ID
Purchased daily from vendors for commercial projects, sometimes exceeding $1.5 million.
Managed over $150,000 in door hardware inventory.

Coast Guard Auxiliary Liaison, *October 2011 – April 2013*
United States Coast Guard
CG Station Alexandria Bay // Wellesley Island, NY
Oversaw budget and reimbursement for Northern New York Coast Guard Auxiliary.
Conducted briefings for audiences of 75+ members on various topics.

Rescue and Survival Systems Supervisor, *December 2009 – April 2013*
United States Coast Guard
CG Station Alexandria Bay // Wellesley Island, NY
USCGC CHASE // San Diego, CA
Managed maintenance, procurement, inventory, inspections, and repair of rescue gear.
Provided oversight and accountability for all local rescue equipment.

[SOFTWARE PROFICIENCY]
Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe After Effects,
Adobe Premiere Pro, Adobe XD, Figma, Intuit QuickBooks, Microsoft Office

[ACHIEVEMENTS]
Blueprints for Managers Certification, *December 2019*
Coast Guard Letter of Commendation and Service Ribbon, *March 2011*
Multiple Art Grants Totaling ~$8,000

[REFERENCES]
Furnished Upon Request