

Mollie Jane Harreys

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508.212.5812

Education

Bachelor of Arts in Graphic & Information Design with a Global Fashion Studies Minor

Skills

Microsoft Office

Google Workspace

Illustrator

Indesign

Photoshop

REGIS/ESRI

Buildout

WordPress

Social Media

Vinyl Fabrication

Print Fabrication

Canon Rebel T7

Active Campaign

Atlantic Retail *Boston MA*

Graphics & Marketing Coordinator

05.2023 - Present

Assist brokers in creating vital marketing materials and maintain detail-oriented brand consistency across listings. Ensure accuracy and timeliness in delivery to our Sales Team. Proficiency in Microsoft Office, Adobe Creative Suite, and marketing software.

McGuffin Creative Group *Remote*

Graphic Design Co-op

07.2022 - 12.2022

Designed creative assets for magazines, website collateral, logos, info-graphics and social media. Organized and maintained a shared project asset system for the design agency. Collaborated with other designers to fulfill client requests and keep within our brand guidelines.

Vertex Pharmaceuticals *Boston MA*

Design Co-op + Design Contractor

07.2021 - 06.2022

Designed creative assets for articles, digital signage, brochures, info-graphics and emails. Organized and maintained a shared visual asset storage system. Collaborated with design and internal communications teams, to create collateral within brand guidelines.

Northeastern Sign Shop *Boston MA*

Design Co-op + Shop Assistant

07.2020 - 07.2021 & 01.2023 - 05.2023

Designed signage for campus-wide usage. Coordinated signage design, creation and installation. Facilitated and installed campus-wide COVID signage. Expertise with Composer, Gerber Edge printer, vinyl plotter and LED Flatbed Printer.