

—○ LYDIA M ALUISE ○—

ASSISTANT PROJECT MANAGER/ PROJECT MANAGER
B.SC. VISUAL ARTS (EMPHASIS IN GRAPHIC DESIGN & WEB DEVELOPMENT)

CONTACT

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PROFILE

A creative and analytical professional with 6+ years of experience in project management and business support across a variety of industries. A natural leader with a penchant for fostering engaging team environments and managing project operations, workflow, data management, budgets, and scheduling from behind the scenes in order to support organization and objectives. After owning a business for over 7 years, time management, communication, and teamwork is well established through the clients and vendors.

SKILLS

- ADOBE 2019 SUITE
- MICROSOFT 2019 SUITE
- VISIO
- HTML, CSS, JAVA, JAVASCRIPT, SQL
- BUSINESS MANAGEMENT
- PROJECT MANAGEMENT
- CONTRACT NEGOTIATION
- SEARCH ENGINE OPTIMIZATION

EXPERIENCE

University of South Carolina

Business Analyst 2019- CURRENT

With the current and prospective business processes in order to organize, evaluate, and enhance workflow, streamline operations and reduce interruptions or errors. I compile historical data to illustrate how the money and work orders may be used for future application. I orchestrate all facility maintenance crews, work orders, hours worked per building/floor, monetary value of service items, and equipment justification utilizing SQL, Oracle database, and FAMIS space management system. I also lead a team of four, conducting project milestone meetings including various stakeholders and Facility Managers.

Project Coordinator 2018- 2019

I oversaw and wrote the graphic design projects for interior and exterior facilities signage across eight USC campuses. Managing 2 blanket purchase orders for all the interior and exterior signage procurement accounts. I also facilitated various campus Emergency Mitigation Projects by processing insurance claims, establishing the scope and schedules for contractors, and detailing justification letters, IRF packets, budgets, invoicing, and the project floorplan site(s).

Meadows Graphics, LLC.

2013-CURRENT

Designed and delivered wireframes, user stories, user journeys, and mockups optimized for a wide range of devices and interfaces using Adobe Suite programs, drawings, and communication with the client.

Develop graphics for product illustrations, logos, and websites, for clients of small businesses or charity events.

Assisted the client's project outcome by researching and meeting with them to determine the scope of a project.

Collected detailed information to ensure the project is well understood both myself and the client.

Translated concepts into wireframes and mockups that lead to their initial idea. Using Adobe Effects to display visual animation of the proposed graphics on the Mobile Application.

Appraised the value of the customer's project based on their vision, programs used, and hours of labor.

Created photographs using a DSLR Pantonic F-50 with a 35-88 mm lens and an ArcGIS presentation for an architect about mocking up an example city.

Anticipated the business' financial outcomes and customer's invoices using Microsoft Access Database. Managed and organized inventory for the project at hand and projected risk-taking decisions based on revenue and materials at hand.

EDUCATION

Midlands Technical College

2018-exp. 2020
Assoc. UX Design

Penn State

2018-2019
Graduate Certificate Geographical Information System Web Based App Development

Lander University

2010-2014
BS. Visual Arts emphasis Graphic Design

Education Assistant

2017-2018

Incorporated both Art and Science lessons and instruction for the children and younger youth segments in accordance with museum and South Carolina science and art standards. Created special instruction geared toward visual learners while securing increased interactions between students and instructors.

National Park Service Multimedia Specialist

2015-2017

Designed and presented materials, using digital wireframes and storyboards as well as other graphic applications as appropriate to convey the process and stages at the given time. Using Adobe Effects to display visual animation of the proposed graphics on the Mobile Application.

Created and maintains web pages using Hypertext Markup Language (HTML5) and CSS while providing administrative support in the visitor center.

Collaborated with the local hardware store about creating new signage and display markers for the Visitor Center in the branding of the National Park Service with the use of Illustrator, Fabrication Drawings, and Assembly Drawings. Utilized and managed professional audio and/or video recording equipment that would enhance the user's experience on the website, social media platforms, and printed materials.

Edgefield Middle School Art Teacher

2016-2017

Received repeated commendation from core class instructors; reporting students with an improved understanding of core subjects as a direct result of personal efforts to create connections and understanding between the core classes (math, science, English, and history).

Student Conservation Organization Multimedia Interpreter Intern

2015-2017

Utilized HTML5 to maintain the Bering Land Bridge National Preserve Visitor Center website and ArcGIS for drafting proposals to create NPS visitor visual aids. I designed and presented NPS marketing materials using innovative digital wire frames and storyboards. I also collaborated with the contract production by facilitating with proofreading and questions to ensure a clear and informed contract.

Invitation Station Graphic Artist Intern

2015-2015

Developed graphics for business cards, celebratory innovations, or wedding announcements. Met with clients in regard to their project to determine their design and verbiage. Developed graphics and typefaces to ensure their project was accomplished according to the client's wants and needs. Reviewed designs for errors before print. Managed and organized inventory for the project at hand. Used Microsoft Excel to record all financial orders to predict the future of the business.

N-Graphix Graphic Design Marketing Intern

2014-2015

Develop vector graphics and tee shirt designs based on customer's logo or business branding. Assisted with creations of illustrations and logos. Assisted the client's project outcome by researching and meeting with them to determine the scope of a project. Established confidence by leading the team on numerous projects and orders with assistance from the Project Manager during the process.

Lee Resources International, Inc. Marketing Intern

2014-2015

Prepared presentation materials, using digital wireframes and storyboards with Adobe Illustrator and Photoshop while managing and updating business-owned website using Hypertext Markup Language (HTML5), Cascade Style Sheets (CSS), and JavaScript then uploading it to the WordPress hosting site. Developed and prepared presentation materials for meetings and business reports; wrote, directed, and edited the social media advertisement for businesses Lee Resources International collaborated with elegance and within the business' branding standards. Provided administrative support and basic receptionist duties such as: greeted visitors, answered telephone calls, scheduled appointments, made travel arrangements, arranged and coordinated meetings, and compiled visual graphics for report summaries and meeting aids. Assisted with local architects to design a way finding system for a local park. Developed and presented designs of signs for the park.