



# Designs

MICHELLE BAMBURAK | GRAPHIC DESIGNER

## EXPERIENCE

### UNIVERSITY OF MARYLAND MEDICAL SYSTEM | Baltimore, MD

GRAPHIC SERVICES MANAGER | June 2015 – Present

COMMUNICATIONS & DIGITAL SIGNAGE MANAGER | November 2011 – June 2015

- Supports the Director, Creative Director, Senior Leadership and Communications Services Team with the development, design and execution of print and web collateral that brings the Medical System's vision and goals to life
- Manages content from creative development through production and delivery to ensure all creative projects are on strategy and appropriate for employees, patients and visitors
- Supports and protects the Medical System's corporate identity and branding by creating materials that meet brand standards, reviewing new and existing materials, and works with hospital staff to correct any violations to these standards
- Designs and manages the digital signage system across the Medical System, consisting of more than 20 digital monitors, serving as the main communication channel for employees, patients and visitors
- Serves on the Medical Center's Healing Arts Team to provide an opportunity for employees, patients and visitors to integrate art into their daily lives
- Serves on the Medical System's Reward & Recognition Team planning annual employee events for the Marketing, Communications & Community Health department
- Manages and art directs design interns
- Maintains relationships with print vendors, freelance graphic designers and photographers

### BAMDESIGNSONLINE.COM

FREELANCE GRAPHIC DESIGNER | 2009 – Present

- Produces brand and identity packages, promotional print materials, invitations and web design for various clients

### UNIVERSITY OF MARYLAND ALUMNI ASSOCIATION | College Park, MD

GRAPHIC DESIGNER | May 2009 – October 2011

WEB COMMUNICATIONS COORDINATOR | June 2007 – April 2009

- Oversaw websites for Maryland Alumni Association, Samuel Riggs IV Alumni Center and Maryland Fund for Excellence
- Designed and distributed weekly email broadcasts and online newsletters
- Designed print collateral and visual artwork for internal and client-based projects
- Participated in brainstorming meetings for signature alumni association and university events
- Maintained relationships with freelance photographers
- Managed print and online photo archives
- Created, installed and maintained artwork and displays throughout the Samuel Riggs IV Alumni Center
- Tracked and analyzed web marketing results
- Administered online alumni network

### AGORA FINANCIAL | Baltimore, MD

MARKETING ASSISTANT & WEB DESIGNER | February 2005 – June 2007

MARKETING INTERN | January 2005 – February 2005

- Designed and distributed weekly online promotions and web ads
- Tracked and analyzed web marketing results
- Produced online marketing campaigns
- Edited weekly financial e-letter
- Maintained and administered The Daily Reckoning website and discussion board

### MENZER MEDIA | Towson, MD

TRAFFIC DEPARTMENT ASSISTANT | September 2004 – November 2004

- Processed TV and radio station ad placements for the 2005 political elections

### BALTIMORE MAGAZINE | Baltimore, MD

GRAPHIC DESIGN INTERN | May 2003 – August 2003

- Adapted magazine artwork for production
- Brainstormed ideas for seasonal layouts
- Assisted in the preparation of the Best of Baltimore Party



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## EDUCATION

**UNIVERSITY OF BALTIMORE** | Baltimore, MD | May 2011

Master of Arts: Publications Design

**TOWSON UNIVERSITY** | Towson, MD | May 2004

Bachelor of Science: Mass Communication, Journalism & New Media Track

## SKILLS

Proficient in design programs: Dreamweaver, Illustrator, InDesign, Photoshop, QuarkXPress; Experienced in content management systems: Harris, iModules, Lyris, Scala, SEO Advantage, Sitecore, SiteExecutive; Skilled in web application development: HTML and CSS; General computer application skills: Blogger, Keynote, MS Office Suite, WordPress, cross-platform efficiency; Strong written communication skills; Punctual, motivated, organized and artistic.

## AFFILIATIONS & AWARDS

- University of Maryland Medical System Reward & Recognition Team Member | Since September 2016
- University of Maryland Medical Center C2X Healing Arts Team Member | Since June 2012
- AIGA Member: The Professional Association for Design, Baltimore Chapter | Since July 2011
- University Relations Core Values Award in Collaboration | June 2010
- Maryland Alumni Association Kick Butt Award | June 2008

## REFERENCES

Available upon request