



+1 318-341-7818



123ehc@gmail.com



<http://hcgraphicdesign.com/>



<https://www.linkedin.com/in/er-in-hilary-creamer/>

Design Skills

- Producing creative concepts and solutions
- Applying elements and principles of design
- User design thinking
- Responsive and accessible graphic and web design
- Design for multiple media channels
- Branding
- Search Engine Optimization

Technical Skills

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe XD
- Microsoft Office and SharePoint
- Google Workspace and Docs Suite
- WordPress

Soft Skills

- Strong English language skills
- Leadership
- Project Management
- Attention to detail
- Ethical decision making
- Time management
- Research skills

Continued Learning

- Search Engine Optimization, HubSpot Academy
- Digital Marketing and E-Commerce, Google/Coursera

HILARY CREAMER

Graphic Designer

Experience

Contributor/Proofreader

Inside Northside Magazine, Nov 2020 – Present

- Conducted research and interviews for providing written content on a wide range of articles from business profiles to human interest stories.
- Proofread issues for alignment with brand voice, consistency in style, and grammar/punctuation usage.

Document Manager

Stirling Properties, LLC, Nov 2015 – Jun 2020

- Identified ways to improve efficiency in recordkeeping and implemented changes.
- Skilled in learning and using various software applications and programs including Microsoft Office and SharePoint CMS.

Administrative Assistant, QHSE

C-Innovation, May 2012 – Oct 2015

- Managed and coordinated multiple projects while ensuring regulatory compliance and timely completion.
- Completed data entry and document digitization for all Quality, Health, Safety, Environmental Department (QHSE) onshore and offshore operational documents.
- Effectively proctored Health and Safety 101 onboarding course for new hires.

Cryptologic Interpretive (Linguist)

US Navy/ Navy Reserve (Drilling), Jan 2002 – Mar 2011

- Active duty from 2002-2008.
- Reserve duty from 2008-2011.
- Honorable discharge with last rank held as 1st Class Petty Officer/E-6.

Education

Bachelor of Arts in Graphic Design

Concentration in Web Design

Southern New Hampshire University

April 2024

Bachelor of Arts in Art History

Minor in Italian Studies

University of Nevada – Reno

Dec 2011

Certification in Russian Basic Course

Defense Language Institute Foreign Language Center

2003