

Julie Quigley

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Phone: 601-934-4046 | Meridian, MS 39305 | Email: julie@quigleycreativegroup.com | Web: <https://julie.quigleycreativegroup.com>

Summary

Versatile professional with a strong background in education and graphic design. Demonstrates rapid adaptability and proficiency in computer applications. Proven track record of delivering high-quality work with a strong commitment to excellence.

Skills

- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, Acrobat, Dreamweaver, Bridge)
- Web Scripting Languages (HTML, CSS, Intermediate PHP)
- Database Management (FileMaker, MySQL)
- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
- Microsoft Power Platform (Power BI, Power Apps, Microsoft Virtual Agents, Power Automate)
- Graphic design: print design and production, layout, and typography
- Web development
- User experience and responsive design
- Social media marketing
- Time management
- WordPress theme design
- Digital photography
- Video production and editing
- Branding and identity
- Visual communication
- Attention to detail
- Team collaboration

Experience

First Grade Teacher

WJ Quarles Elementary School | Long Beach, MS | Oct 2024-Dec 2024

- Planned and facilitated small group activities to enhance student understanding of material presented in whole-class setting.
- Developed and implemented individualized learning plans for struggling students.
- Created classroom environment that promoted positive behavior expectations and respect for diversity.

1st Grade Assistant Teacher

Lamar Elementary School | Meridian, MS | Nov 2022-May 2024

- Supervised small group activities.
- Provided individualized instruction to students who needed additional assistance.
- Assisted classroom teacher in developing and implementing lesson plans.
- Evaluated student work using established criteria.

Marketing Coordinator

Ideal Software Systems | Meridian, MS | Mar 2019-Jul 2022

- Developed content for website and social media platforms.
- Developed graphics, logos and layouts for product illustrations, company logos, and websites.
- Designed print materials such as brochures, flyers and posters for marketing campaigns.
- Developed and implemented marketing plans and strategies to boost company visibility.

Graphic & Web Designer, Art Director and Owner

Like Minds Designs | Meridian, MS | Jun 2010-Dec 2018

- Designed websites, logos, and print media for multiple clients.
- Integrated HTML, CSS, PHP, and other programming languages into websites.
- Created visual concepts using computer software to communicate ideas that inspire, inform, or captivate consumers.
- Built relationships with clients through frequent communication regarding project progress.

Freelance Graphic Designer

Leading Edges Advertising | Meridian, MS | Jul 2008–Jan 2010

- Created visual concepts using computer software to communicate ideas that inspire, inform, or captivate consumers.
- Designed print materials such as brochures, flyers and posters for marketing campaigns.
- Collaborated with clients and stakeholders to ensure satisfaction of design deliverables.

Assistant Traffic Manager

Leader Enterprises Marketing | Roswell, GA | Mar 2007 – Dec 2007

- Reviewed proofs prior to press runs for accuracy in layout, text content and colors.
- Reviewed and approved designs, artwork and content developed by creative team.
- Coordinated the scheduling and workflow of the creative department to ensure timely project completion.

Graphic Designer

Berry Design | Alpharetta, GA | May 2003 – Mar 2007

- Leveraged proficiency in Adobe InDesign, Photoshop and Illustrator to design logos, corporate stationary, brochures, and other promotional materials.
- Produced promotional displays, packaging and marketing collateral for quick service restaurant environments.
- Implemented client feedback into design revisions, ensuring final deliverables met project requirements.

Education**Master of Arts: Elementary Education**

Western Governors University | Salt Lake City, UT | May 2023

Bachelor of Arts: Graphic Design

University of Georgia | Athens, GA | May 2003

Websites and Portfolios

<https://julie.quigleycreativegroup.com>

<https://teach.quigleycreativegroup.com>

<https://quigcakes.com>

Certifications

Mississippi Certified Educator – Elementary K-6

Activities

- Cake Decorating
- Photography