

# Hollis (Holli) Manaker



## SUMMARY

20+ years of experience in graphic design involving presentation deliverables, training documentation (print and video) tutorials, layout and design of promotional materials (print and digital), photography, visual communications and marketing, website design and maintenance, and corporate branding; servicing large corporations, small businesses and non-profit organizations. A list of past clients can be found on my website.

## RELEVANT SKILLS

### CLIENT SERVICE

- Edited and formatted client deliverable documents before submission to clients.
- Analyzed and communicated the needs of the customer in a professional manner
- Drafted outlines and/or layouts for client review for consideration of potential changes
- Supported clients' needs in photographing social events and corporate gatherings
- Produced and created technical documentation, considering the target audience, for a clear and precise result
- Maintained time management for rush deadlines, working remotely on all or most client projects
- Precise cutting, lamination and mounting of large vinyl graphics for client offices/settings
- Achieved and/or exceeded client expectations, and increased client base through word of mouth

### ADMINISTRATIVE

- Handled customer billing and data entry for reports
- Provided a supportive role at two higher educational institutions for department directors and professors to aid in university policies and procedures
- Gained account management skills in financial reporting, bookkeeping, and research proposal grant processing (federal and non-federal)
- Interacted with international scholars and outside vendors in support of processing the necessary paperwork to proceed with furthering research at the university

### SOFTWARE

- Adobe Photoshop, InDesign, Illustrator, Acrobat, Captivate, Dreamweaver
- Microsoft Word, Excel, Powerpoint, Explorer, Outlook, Teams
- SharePoint, Canva
- WordPress, HTML, Visio, TechSmith Camtasia
- Intuit Quickbooks, Campus-wide financial management system (university specific)
- Basic and Fortran programming languages

## PROFESSIONAL EXPERIENCE

McConnell & Jones LLP  
[Production Assistant](#)  
(3/2023 – 9/2024)

Abraham Global Inc.  
[Amazon Delivery Driver](#)  
(2020-21)

Metromarketing  
[Customer Billing/Corp  
Branding Assistant](#) (2015)

AMA Houston  
[Administrative Support  
\(PT\)](#)  
(1/2021 – present)

Holligraphics  
[Sole Proprietor / Graphic  
Designer](#) (2006 – present)

University of California, Davis  
[Faculty Research Support  
Asst & Program  
Administrator](#) (2000 – 2006)

## EDUCATION


**Bachelor of Fine Arts in Graphic Design**  
University of Michigan, Ann Arbor, MI


Liberal Arts curriculum (1 yr)  
CS Mott Community College, Flint, MI

## ADDITIONAL

- United States Soccer Federation (USSF) Certified Soccer Referee (2008 – present)
- Texas Association of Sports Officials (TASO) Certified High School Soccer Referee (2009 – present)

 <https://www.holligraphics.com>

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