

HOLLIS (Holli) MANAKER

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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: www.holligraphics.com

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
(2023 – pres.)

holligraphics
Sole Proprietor/Designer
(2006 – 2024)

AMA Houston
PT Administrative Assistant
(2021 – pres.)

ABHM Inc, / Amazon
Delivery Driver
(2020-21)

Metromarketing
Customer Billing/Corp
Branding Assistant (2015)

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)