CORDELL CORLETTE
GRAPHIC DESIGNER

CONTACT

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- cordellcorlette.com

EDUCATION

MORAVIAN UNIVERSITY
Class of 2022
BACHELOR OF FINE ARTS
Graphic and Interactive Design
GPA 3.7

SKILLS

DESIGN SOFTWARE
Adobe Creative Suite, InDesign, Illustrator, Photoshop, Acrobat, XD, Lightroom, Premiere Pro, Google Workspace, Drive, Docs, Slides, Microsoft Office, Word, PowerPoint, Excel, Mail Chimp, WordPress, Figma, Visual Studio Code, Html, CSS, ClickUp, Slack and Dropbox

TECHNICAL SKILLS
Multi Media Design, Publication, Typography, Prepress and Print Production, Branding, Packaging, UX/UI, Digital Photography, Social Media, Marketing, Interactive Design, Asset Management, Wireframing and Prototyping

SOFT SKILLS
Communication, Adaptability, Problem Solving, Initiative, Accountability, Time Management, Teamwork, Flexibility, Self Motivating

CERTIFICATIONS

PURE HTML & CSS FROM SCRATCH
Udemy 2023
GOOGLE UX DESIGN CERTIFICATE
Coursera 2024

EXPERIENCE

GRAPHIC DESIGNER   August 2022 - Present
Kwik Goal | Quakertown, PA

- Designed and developed a wide range of print and multimedia materials
- Managed multiple projects simultaneously, ensuring high-quality deliverables within tight deadlines
- Coordinated with customers during the design phase to deliver tailored solutions aligned with their requests and feedback
- Prepared and finalized print-ready files for vendors, ensuring accuracy and adherence to production standards
- Created comprehensive print plans and sign-off documents for custom products
- Collaborated with the marketing and sales teams to produce cohesive design elements that reflected corporate goals and branding.
- Oversaw the design process after one year, leading projects and providing guidance to team members on branding and creative direction.
- Streamlined workflow processes to improve efficiency in file preparation and communication with external vendors.

DESIGN INTERN   January 2022 - April 2022
J Taylor Design | Easton, PA

- Assist with graphic design projects.
- Support with photo shoots.
- Assist in documenting functionality errors.
- Attend meetings with clients to understand their wants and needs.