

# Kimberly C. O'Connor

Hard Working – Driven – Motivated – Creative – Positive – Outgoing

## Experience

### ECHO GLOBAL LOGISTICS | CHICAGO, IL

DIGITAL DESIGNER | 2019 –2024

- Worked collaboratively on design requests with all teams in the Marketing Department.
  - Develop compelling, high-quality original graphics for print and digital platforms, including websites, advertisements, social media, logos, and brochures.
    - Created weekly social media posts.
    - Created and updated department and company-wide slide presentations for company Town Halls and prospective clients meetings.
    - Worked on all collateral used at recruiting events and tradeshow.
      - Swag, floor banners, brochures, giveaway posters, social media posts.
    - Meet weekly with teams to review concepts, designs, and feedback from business stakeholders.
  - Worked through a company-wide rebranding.
    - Redesigned every asset, digital and print, to align with new branding guidelines.
      - Redesign of all print collateral and social media.
      - Redesign of all proprietary logos with new branding assets.
      - Creation of templates for print collateral and social media posts to help maintain consistency and standards.
  - Created a proprietary product demo for use with sales and prospective new client meetings.
    - Learned new program (AXURE) and created demo from scratch.
    - Met with Technology and Managed Transportation leaders to learn functionality of product and mimic clicks for demo.

EXECUTIVE ASSISTANT TO THE CIO | 2015 – 2019

- Managed Chief Information Officer's day-to-day schedule.
  - Set up meetings as well as confirmed attendees.
  - Initiated conference calls and set up presentations.
  - Handled business related expenses.
  - Added external guests to visitor list and met at initial visit to help navigate office space.
- Worked with other Executive Assistants on all company town halls as well as Executive Leadership Meetings.
- Organized department-wide events.
  - Ordered and set up catering lunches twice a month for department of 130+ people.
  - Ordered and organized monthly happy hours for 100+ people.
  - Organized and signed up teams for multiple company sponsored 5k "fun runs"
  - Organized and managed department health and wellness events.
- Worked with service desk team on procurement of all Tech assets needed for employees at headquarters and all branch offices.
- Worked with Accounting Department to acquire approval on all invoices and subscription renewals related to Tech Department.

IT PURCHASING COORDINATOR | 2015 – 2015

- Worked with service desk team on procurement of all Tech assets needed for employees at headquarters and all branch offices.
- Worked with Accounting Department to acquire approval on all invoices and subscription renewals related to Tech Department.

### FLOOR COVERING ASSOCIATES | SHOREWOOD, IL

HARD SURFACE MERCHANDISE COORDINATOR | 2013 – 2015

- Controlled inventory levels of all hard surface floor products and supplies needed for install
- Made stock purchases when needed.
- Provided current pricing to sales staff.
- Met with vendors on new product offerings as well as negotiated pricing on stock and order in materials.

INTERIOR DESIGNER | 2010 –2013

- Worked with clients on home design, focusing on flooring, bathroom tile, kitchen backsplash, and countertops.

## Education

- **Bachelor Of Science - Interior and Environmental Design** • June 2009 • Illinois State University - Normal, Illinois
- **Certification Courses** - Introduction to PhotoShop CC, PhotoShop II, Introduction to Illustrator CC • 2019 • Moraine Valley Community College - Palos Hills, Illinois

## Skills & Proficiencies

- Adobe Creative Suite
- Google Slides
- Microsoft Office Suite
- Figma
- Axure RP 10
- Pardot
- Quick Learner
- Creative
- Excellent Interpersonal and Communication Skills
- Monday.com Project Management Tool
- Social Media
- Digital Marketing
- Branding
- HTML
- Mac iOS and Windows OS
- Attention to Detail
- Color Theory
- Fun and Energetic
- References available upon request •

📍 Manhattan, IL 60442

☎ (708) 257-5463

✉ [kcoc8318@gmail.com](mailto:kcoc8318@gmail.com)