

Marcie Norried

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SUMMARY

A seasoned graphic artist and production coordinator with 13 years of experience adept at managing projects, editing articles, creating layouts, ads, and other marketing materials as well as working with clients, driving staff deliverables, and ensuring quality customer service. Skilled in both creating and following a deadline schedule, time management, organization, and project tracking.

Software: Indesign • Photoshop • Illustrator • QuarkXPress • Microsoft Office Suite

EXPERIENCE

Graphic Artist/Production Coordinator

Pilot Getaways Magazine • Glendale, CA • 2008-Present

Lead production of a bimonthly magazine and create production schedules for each issue. Edit articles, design layouts, perform color corrections, and coordinate with authors, editors, and publisher/editor-in-chief under tight deadlines to ensure on-time publication. Consult with company owner to determine better processes, marketing ideas, and financial strategies. Transitioned the company from using an outdated version of QuarkXPress to the more efficient Indesign for production. Worked the office administration and customer service end for a few years in addition to maintaining production responsibilities.

Artist / Owner

Marcie Makes It • Van Nuys, CA • 2010-2013

Sole proprietor of an Etsy store selling my own handmade products. Headed all aspects of business operations, including producing items, photography, photo editing, copy writing, designing ads, marketing, bookkeeping, shipping, researching marketing and business strategies, networking with other artists, and providing excellent service to create satisfied customers and repeat business.

Graphic Designer / Editor

The Real Estate Market Magazine • Pico Rivera, CA • 2006-2008

Led the establishment a full-color real estate listing magazine. Worked closely with clients to design real estate and other business ads, proofread and edited all published articles, and created page layouts. Instituted production deadlines that were met every month. Headed and involved in every aspect of running the magazine from researching vendors and distributors to bookkeeping and design.

Marketing Coordinator / Broker Assistant / Transaction Coordinator / Real Estate Agent

Prudential California Realty / Carlos Arvizu, Sr. • Pico Rivera, CA • 2005-2008

Consulted with agents and broker to design various marketing materials to meet their needs, organized and led workshops to instruct agents in the use of computers and software, administered office website, and served as office-wide technical support. Obtained real estate license and worked as the transaction coordinator for all agents in the office to ensure that real estate contracts were correct, complete, and deadlines were met. Assisted broker in everything from research and holding open houses to proofreading, editing, and designing a cover for his real estate book.

EDUCATION

Studied Essentials of Project Management
Project Management Institute • 2018

B.A. in Fine Art and English, Magna Cum Laude
University of the Ozarks, Clarksville, AR • 8/2000 – 5/2004

AutoCad I & II / Engineering Graphics I & II
University of Arkansas, Fort Smith, AR • 8/1999 – 5/2000