

Mollie Jane Harreys

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508.212.5812

Education

Northeastern University

Bachelor of Arts in Graphic
& Information Design with a
Global Fashion Studies Minor

Skills

Microsoft Office

Google Workspace

Illustrator

Indesign

Photoshop

Figma

Canva

REGIS/ESRI

ArcGIS

Buildout

WordPress

Social Media

Vinyl Fabrication

Print Fabrication

Canon Rebel T7

Active Campaign

Atlantic Retail *Boston MA*

Graphics & Marketing Coordinator

05.2023 - Present

- Maintained website including listing pages and company tenants
- Implemented brand guidelines across tour books, aerials, maps, brochures, website, emails, and social media
- Proficiency in Microsoft Office, ArcGIS, Adobe Creative Suite, and marketing software.

McGuffin Creative Group *Remote*

Graphic Design Co-op

07.2022 - 12.2022

- Designed creative assets for magazines, sub-brands, website collateral, logos, info-graphics, and social media
- Contributed to and maintained a shared project asset system
- Collaborated with other designers to fulfill client requests and keep within our brand guidelines
- Created and implemented new sub-brands within the company

Vertex Pharmaceuticals *Boston MA*

Design Co-op + Design Contractor

07.2021 - 06.2022

- Designed creative assets for articles, digital signage, brochures, info-graphics and emails
- Organized and maintained a shared visual asset storage system.
- Collaborated with design and internal communications teams, to create collateral within brand guidelines.

Northeastern Sign Shop *Boston MA*

Design Co-op + Shop Assistant

07.2020 - 07.2021 & 01.2023 - 05.2023

- Designed signage for short-term and long-term campus-wide usage
- Coordinated signage design, creation, and installation.
- Facilitated and installed campus-wide COVID signage for the reopening of campus
- Expertise with Composer, Gerber Edge printer, vinyl plotter, and LED Flatbed Printer.
- Maintained a work-order system with sign shop team and facilities