

PATRICIA RICHARDSON-SMITH

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Online Portfolio: [Linkedin Profile](#) Design Portfolio: www.patriciamariedesigns.com

SUMMARY

Prince 2 certified project manager brings 7 years of experience and 2 years of Graphic Design skills. Highly effective at managing multiple projects, client oversight, issue resolution, and cost analysis skills. Received a “high five” award in 2021 for excellence in client services. Currently pursuing a Bachelor's Degree in Graphic Design. Expertise in cultivating lucrative client relationships and implementing better processes and procedures. Successful at creating brand messages, strategies and key graphic productions.

TECHNICAL SKILLS

- Microsoft Office Suite
- Adobe Photoshop, Illustrator, InDesign, Lightroom
- Jira, Asana & Trello Project Management tools
- Google Docs & Forms
- Wix/GoDaddy Web Design
- Oracle Reporting System
- Familiar with CSS & HTML
- Familiar with Facebook Ad's
- Familiar with UX and UI Design

EXPERIENCE

Graphic Designer (Freelance)

1/2022 - Present

- Develop a range of technical graphics for brochures, banners, and signs using Adobe Illustrator. Edit and produce images for both digital and traditional printing in Adobe photoshop
- Submit branding design concepts to local company owners. Produce company identities by ensuring a consistent look across logos and stationary items. Prepare branding packages for point of sale displays, promotional materials and product packaging
- Modify website layouts using WIX/ Godaddy templates to provide a unique branded look for various clients. Incorporate company logos, color palettes, type fonts and animations to create effective UI and UX design
- Create engaging marketing and promotional advertisements to generate sales revenue and grow the customer base using facebook ads

Consultant II / EGlobalTech (Government Contracting)**10/2019 - 1/2022**

- Designed presentations, flyers, and course content to provide education on the procurement process to GSA and industry partners
- Produced website designs for both the Office website and the mobile site to enhance user experience and to modernize the site for the 21st Century Act legislation
- Developed social media posts by drafting webinar and event announcements on the GSA Interact Blog Website
- Implemented the Jira project management program for the Office through training and structuring the tool to organize incoming office inquiries. Developed the Project Management Plan to help manage tasks for the fiscal year
- Evaluated legislation drafts to confirm if it's pertinent to the Office responsibilities. Provide recommendation Division Leaders on policies

Project Manager / Johnson Controls (formerly Tyco)**04/2018 - 08/2019**

- Managed over 13 million dollars in access control projects nationwide. Held meetings with clients and field team to clarify specific requirements for each project
- Tracked project performance to ensure successful completion by following the statement of work, work breakdown structure, and project plan
- Achieved budgetary objectives and modified project constraints using Oracle report systems. Worked directly with clients to ensure deliverables fall within the applicable scope and budget
- Held pre-determined schedules and worked with subcontractors to cut costs and complete projects on time and under budget

Installation Coordinator / Tyco Integrated Security**05/2015 - 04/2018**

- Spearheaded process improvement for employees obtaining a Public Trust Clearance which resulted in the number of employees cleared by 85%
- Worked with the US Marshals Service to process over \$30 million in government income through Task orders for both time and material/firm fixed price contracts
- Provided financial analysis and confirmed subcontracting costs. Worked with the finance team to ensure that project funds are distributed appropriately

- Lead communication between stakeholders to ensure the accuracy of contractual agreements. Managed the execution of the installation project plan and service schedule including equipment delivery
- Assisted the Project Managers in the Closeout process by verifying documents obtained from the field staff. Utilized internal programs such as Oracle and Concur to pull expense reports/invoices associated with the project

EDUCATION

- Prince 2 Project Management Certification (2019)
- Web Development Masterclass Complete Certificate Course Udemy & YouAccel Training (2019) BA in Graphic Design/Web Development (Expected 2023)