

ERIN MATAJ

Writer + Sales + Design + Service

PROFILE

When people can trust and depend on me for success, I am truly content. Helping others and utilizing my creativity is how I excel. I believe that first impressions are crucial and should never be taken for granted. Being honest, communicating clearly, and being consistently prompt and prepared, speaks volumes of my work ethic. Given responsibility, creativity, challenges, goals, and trust, I am a humble team member.

CONTACT	EXPERIENCE
<p>C: 702 332 1100</p> <p>E: GIDGET00MCLEOD@GMAIL.COM</p> <p>L: FRANKLIN, TENNESSEE</p> <p>LINKEDIN.COM/IN/ERIN-MATAJ</p> <p>VIEW MY PORTFOLIO @ SHEMARRIEDALBANIAN.COM</p>	<p>FREELANCE GRAPHIC DESIGNER</p> <p>For Hilton Downtown Nashville Nashville 2018-present</p> <p>Developed new updated look for printed restaurant menus, hotel guest cards, special event menu inserts, and large poster format advertising. Generated coordinating social media and web images, and designed client eblast newsletters.</p>
<p>EDUCATION</p>	<p>EDITOR OF CONTENT</p> <p>Southern Travel + Lifestyles Magazine Franklin 2016-2018</p> <p>Managed and created magazine editorial calendar, including topics, themes, and generated attractive magazine appeal. Solely responsible for all written magazine content including editorials and advertorials. Honed content to increase sales ad potential. Adhered to AP Style format with attention to detail. Assisted ad clients by writing advertorials and excelled at working efficiently ahead of deadlines.</p>
<p>DIPLOMA WEB + GRAPHIC DESIGN The Art Institute of Pittsburg</p> <p>STUDIO ART + HISTORY SACI - Florence, Italy</p>	<p>OFFICE MANAGER</p> <p>Harpeth Presbyterian Church Brentwood 2015-2016</p> <p>Managed church office. Headed social media marketing, created Google presence, updated website features, wrote weekly newsletters and pamphlets. Managed accounts, invoices, and supplies.</p>
<p>SKILLS</p> <p>ADOBE SUITE/PS/AI/ID/DW CSS/HTML/WORDPRESS MICROSOFT OFFICE/PC/MAC GOOGLE DRIVE ONLINE SOCIAL MEDIA</p>	<p>HEAD SALES CONSULTANT</p> <p>TMI Marketing Inc. Las Vegas 2005-2015</p> <p>Headed housing tracks for two local builders, 16-78 lots ranging \$300k in price. Directed community offices and worked closely with construction, escrow, and loan officers. Successfully closed homes, generated sales reports, and competitive market research. Created strong, long-term relationships with clients and fellow professionals.</p>
<p>INTERESTS</p> <p><i>Travel Writing</i></p> <p><i>Food Baking</i></p> <p><i>Soccer Remodeling</i></p> <p><i>Painting Design</i></p>	<p>SEASONAL CUSTOMER LOYALTY TEAM MEMBER</p> <p>Zappos.com Las Vegas 2013-2014</p> <p>Successfully passed a rigorous seasonal training and was offered a rare full-time position with a <i>Fortune's Top 100 Company</i>. Accurately followed highly successful and detailed customer phone protocols for every customer contact. Lived out Zappos' 10 Core Values.</p>