

Claire Kiewra

Marketing Coordinator and
Graphic Designer

CONTACT

781-850-6582

cskiewra28@gmail.com

Somerville, MA

portfolio: www.cskdesigns.com

EDUCATION

Brandeis University Waltham, MA

GPA: 3.822 May, 2022

Major: Communication & Media, Highest Honors

Minors: Anthropology; Studio Art

Related Coursework:

- *Media Strategies & Data Visualization*, Heller School
- *Introduction to Computer Design with Adobe Creative Suite*, Mass Art

PROFESSIONAL EXPERIENCE

Graphic Design Volunteer- Winchester Unitarian Church, June - November 2023

- Developed branding guidelines for a town-wide craft fair fundraiser, including logos, color scheme, fonts, and illustrations
- Designed logos for the Crafting Kindness event using Adobe Illustrator
- Digitally designed flyers, clothing, and tote bags using Illustrator

Social Media and Marketing Coordinator- Rubin and Rudman, September 2022 - June 2023

- Designed and maintained digital and print promotional materials for advertising, direct mail marketing, and firm newsletters using Canva and Adobe Suite
- Managed and created content and captions for LinkedIn and Facebook, following brand guidelines
- Maintained content calendar for organization and time management
- Executed firm-wide Social Media Recap, increasing engagement on LinkedIn and Facebook
- Updated firm website using WordPress
- Worked closely with the marketing team to update social media layout designs and file organization

Content Creator, BranVan- Brandeis University, September 2021 - June 2022

- Developed weekly informative posts for the BranVan Instagram
- Designed print and digital materials to increase engagement
- Worked closely with the student manager for BranVan

Graphic Design Intern- Justice 4 Housing, June 2021 - March 2022

- Compiled, formatted, and designed an annual report and a monthly newsletter with InDesign
- Designed print and digital content using Photoshop and Canva
- Updated the Justice 4 Housing News Page using Wix

Graphic Design Intern- Tech for Good, June-August 2021

- Worked in a team designing branding materials for a future project, Project Interactivity (PI)
- Utilized Figma to create website and UI mockups
- Created simple animations, illustrations, and icons

SKILLS

Adobe Creative Suite

- Photoshop
- Lightroom
- Illustrator
- After Effects
- InDesign
- Premiere CC

Procreate

Photo Editing

Figma

Canva

Print Design

Website Design

Wix Website Design

WordPress

Smartsheets

Graphic Design

Photography

Layout Design

Typography

Illustration

Photography

Wireframing

Social Media Management

Content Writing

Communications

ACTIVITIES

Liquid Latex Dance Show

Choreographer/Sound

Designer/Lighting Designer

2020; Singer/Writer/Designer for

State of Nature, 2020-present;

Volunteer at SPECTRUM with

Waltham Group 2021-2022,

Commissioned Artist 2018-

present