



ABOUT ME

I am a lover of...

live music + musicals • decorating + renovating my home • my two furry cats organizing • great hugs • Instagram intentional discipleship • baking treats for co-workers • reading blogs • Pinterest Youth Ministry • getting lost in a good book • quality time with family + friends watching a great tv show • essential oils crafting • starbucks coffee • adoration the cuba marsh • meeting new people

creating a beautiful world.

TECHNICAL PROFICIENCIES

Work daily between both Mac OSX + Windows Platforms • HTML5 + CSS3 Wordpress, Joomla + Squarespace Act-on, Constant Contact + MailChimp Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat Pro, Premiere Pro, After Effects) • Microsoft 365 (PowerPoint, Word, Excel, Outlook, Teams, SharePoint) • iLife (iMovie, Keynote, Pages, iCloud) • Google Apps (Gmail, Drive, Docs, Sheets, Forms) Oracle VM Testing • Redmine Project Management • Basic GIT knowledge PHPmyadmin • ProPresenter • Freshbooks

EDUCATION

UNIVERSITY OF
ST FRANCIS

Class of 2008

Bachelor's Degree in Visual Arts with a concentration in Graphic Design

Activities + Societies

Ministry Staffer for University Ministry, Art Director for Encounter Newspaper, Secretary of Campus Design Group, Varsity Softball Player for the Fighting Saints, help coordinate annual Religious Retreat-Koinonia, volunteered with Freshman Orientation Board

CATHERINE McGLAUCHLIN

Senior Graphic + Front-end Web Designer

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EXPERIENCE

Kantar TNS Employee Insights – Lisle, IL

formally Lightspeed Research/the Foresight Group until 2010

Marketing Project Coordinator + Senior Designer | 2012 – present

Front-end Web + Graphic Designer | 2010 – 2012

Junior Web + Graphic Designer | 2008 - 2010

Marketing & Sales Team

- Manage the cohesive look and feel of our corporate branding throughout all collateral
- Work with copy writer to coordinate and layout digital + print marketing collateral from concept to print (brochures, postcards, specialty items, mailing outreaches, media packs, company website)
- Coordinate the professional printing and in-house print jobs and prepare artwork files for printing
- Designed and developed our tradeshow booths - also help with choosing the freebies that go to these shows like giveaway items, handouts and attire
- Build PowerPoint presentations for various events, webinars, executive presentations & sales pitches
- Keep a detailed log of all projects that come to the designers for reference
- Support the creation of RFP PowerPoint Decks and other documents that need to look polished and professional
- Build and upkeep the Sales Library (a resource of marketing material available to use)
- Coordinate and design all paper surveys from concept to print for our biggest clients

Software Development Team

- Design & implement skins for their online client toolset (both custom ones for clients and standard ones that are highly customizable by Project Managers)
- Help in new tool UI conceptualizing and styling (DIVE, Action Planning Tool, Manager AdHoc)
- Debugging various tickets
- Delegate CSS implementation work to designers in India for survey skins
- Help develop reports in PDF, PowerPoint and Excel (both custom ones for clients and standard ones)
- Design & create email templates for Project Managers to use for email blasts

Social Committee

- I am the lead coordinator of this group for the past 6 years
- I organize and coordinate monthly cocktail hours, personal milestone celebrations for coworkers, monthly social activities in the office, and various community outreach opportunities
- I also do most of the planning and coordinating on our 2 biggest events of the year: the Holiday Party and the Block Party Bash

St. Francis de Sales Parish - Lake Zurich, IL

Public Relations Coordinator | 2018 – present

After the past 10 years of working with the previous coordinator in a volunteer capacity, I recently took on the paid part-time role. Here is a look at my responsibilities:

- Editorial role with content coordination and creation and layout of our bulletin.
- Maintain the relationship with our bulletin printer.
- Creation and launch of our parish-wide E-newsletter and other various email blasts.
- Maintain and create new content as needed on the website. (www.stfrancislz.org)
- Help coordinate and design advertising for local newspapers and publications.
- Help coordinate the social media posts for the parish. (Facebook and Instagram mostly)
- Set up registration and landing pages for a variety of school and parish events.

AV Ministry Coordinator | 2017 – present

I was asked to help organize the efforts to recruit and train more volunteers to help support the more technical needs of our parish ministries. This includes supporting special lighting requests, projection systems and presentations and sound. We also live stream and record events. We are working on upgrading all systems to be more seamless and user-friendly.

Citrus Leaf Designs - Wauconda, IL

Owner & Designer | 2007 – present

I started this design boutique for the freelance work requests I get. I design a lot of brand identity, various marketing pieces + websites for independent companies along with custom wedding + special occasion invitations & collateral.

VOLUNTEER

St. Francis de Sales Parish – Lake Zurich, IL

Growing Discipleship Ministry | 2016 – present

A new ministry formed from the Renew My Church initiative with the Archdiocese of Chicago and the Divine Renovation movement to help inspire and equip our parish to become missional disciples.

Leadership Team Member

since 2017

- Help discern the direction and strategy of the ministry in our community
- Help develop implement programs that foster encounters with Christ that help build and equip disciples to accompany and share their journey

Alpha

launching summer 2019

- Hold the Alpha leader role: introduces each session and takes on pastoral responsibility for guests
- Help in other logistics as we train and empower more volunteers to serve
- Will also host a small group

Youth Ministry | 2009 – present

From 2009 until 2017, along with about 8 others, we volunteered in running High School Youth Ministry at our parish. We adopted the Life Teen model and have been very busy implementing the program at the parish over the past 10 years! In 2017, we hired on a Youth Minister which has allowed me to move into to a leadership role in the new Growing Discipleship Ministry that is mentioned above. Below are some of the responsibilities and experience I have had in Youth Ministry:

Retreat Pillar Core Team Member

since 2009

- Chaperone about 7 retreats a year with our teens - **Kairos** [junior & senior opportunity 2 times a year], **Castle** [sophomore Confirmation Retreat 4 times a year], **Steubenville** [summer Youth Conference], and **Catholic Heart Work Camp** [just in summer of 2008]
- Mentor the Teen Leaders with building their small group skills, writing their testimonies to share on retreat and in other outreaches throughout the year & teach other leadership skills as they arise
- Organize and stock all the supplies behind these retreats
- Support our main coordinators in administrative ways as they need it

Life Teen Marketing

2010 - 2017

- Coordinate all Social Media outlets for YM - **Facebook** [www.facebook.com/groups/SFdSPeerMinistry], **Instagram** [@sfdsym] and **Twitter** [@sfdsym]. All posts are planned and ready to go for a whole semester out to make posting daily on our feeds more manageable as a volunteer
- Keep our events and other content updated on the Parish website with our PR Coordinator
- Film & create many of our testimony videos
- Provide all the graphics and lyric slides for the projection system we installed for our Life Teen Mass and Adoration nights and run them

Women's Retreat | 2012 – present

I have stepped into the logistics of this ministry over the past couple of years. Here are a few of the things I do to support them:

- Manage the look and feel of the theme for the retreat for that year.
- Run all the music and tech aspects.
- Create all the appropriate collateral that supports the retreat, ie: facebook banners, cd labels, journals, powerpoint templates, etc.
- Design and implement the art & environment for the main stage.
- Rebranded the retreat with a new logo this past year and helped our coordinator work with the printer to get various t-shirts, sweatshirts and jackets all printed up.

Life Night Pillar Core Team Member

since 2011

- Help coordinate Life Nights we host every Sunday night after 5pm Teen Mass
- I host and teach the content on a particular topic that is relevant to the teens about once a month along with leading small group discussions
- Coordinate our overall YM calendar and make sure we have speakers for each session and keep track of attendance and all the paperwork behind that

Confirmation Pillar Core Team Member

2013 - 2017

- Help with the lesson planning and logistics of the Confirmation nights that are being run bi-monthly
- Serve as a liaison with the Life Night Pillar to make sure our nights don't clash/overlap and that we can support each other in our mission

Confirmation Small Group Leader

class of 2011 & 2013

- Met twice a month with this pillar – once for a leader training meeting and once to actually lead small group discussion on the class night
- I was also was in charge of planning service opportunities for all the kids in our class to participate in for their requirements
- Communicated with the parents on a regular basis