LIZ KLEBER MOYE

Graphic Designer

PORTFOLIO/CONTACT

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- 205.566.0302
- Birmingham, Alabama

FREELANCE

ALABAMA HUMANITIES ALLIANCE (AHA)
Birmingham, Alabama
November 2021 - Present

LAURA CRANDALL BROWN FOUNDATION (LCBF)
Birmingham, Alabama
June 2020 - Present

KID ONE TRANSPORT SYSTEM, INC.
Birmingham, Alabama
August 2016 - Present

ALABAMA CIVIL JUSTICE FOUNDATION (ACJF)
Montgomery, Alabama
August 2006 - March 2021

SKILLS

Adobe Creative Suite
Social Media Platforms
Microsoft Office
MailChimp / Constant Contact
WordPress
Survey Monkey
Raiser's Edge

EDUCATION

BFA GRAPHIC DESIGN
Auburn University
Auburn, Alabama

EVENT PLANNING CERTIFICATE
Auburn University Montgomery (AUM)
Montgomery, Alabama

KID ONE TRANSPORT SYSTEM, INC., **Non-Profit Organization, Birmingham, Alabama**
Executive Assistant & Graphic Designer / *January 2015 - January 2016*

- Designed all marketing material for organization and events – print, web, social media
- Provided administrative support to Executive Director
- Managed monthly grant reporting
- Managed Raiser's Edge fundraising software
- Provided support for development, external relations, and outreach efforts
- Supported fundraising events

OAKSTONE PUBLISHING, LLC, **Birmingham, Alabama**
Graphic Designer, Marketing / *April 2012 - September 2014*

- Lead designer for six product lines – one subscription and five non-subscription products
- Designed and managed creative concept, corporate standards, and content through direct mail, email and website promotion
- Coordinated with medical contributors, sponsors, and editors for content/edits/approvals
- Collaborated with marketing team to develop promotional offers for campaigns
- Designed and coded HTML for email campaigns
- Worked along side web team to implement creative look and content for multiple websites

UNICOR MEDICAL, INC. *(merged with ALPHA II, LLC on 4.14.14)***,** **Montgomery, Alabama**
Graphic Designer, Publications / March 2009 - April 2012

- Responsible for the design, printing, and distribution of marketing material for print, email, social media, trade show – magazine ads, brochures, flyers, banners, email, online advertising
- Maintained company social media websites – facebook, twitter, linkedin
- Maintained company website in collaboration with web programmers
- Designed and distributed internal employee monthly e-newsletter

INTERNATIONAL CODE COUNCIL, **Not-for-Profit Organization, Birmingham, Alabama**
Graphic Designer, Periodicals / *September 2007 - January 2009*

- Designed and distributed eight e-newsletters to over 130,000 subscribers – one monthly, one bi-monthly and six quarterly publications
- Coordinated design, printing, and distribution of print and email marketing material
- Collaborated with marketing team and other company departments on all internal and external marketing projects

THE BERRY COMPANY, **Authorized Sales Agent for AT&T, Birmingham, Alabama**
Senior Sales Promotion Coordinator / *February 2005 - August 2007*

- Worked with sales and training departments on all internal marketing material
- Designed all event marketing material – event invitations, booklets, posters, t-shirts
- Maintained company intranet – edited copy and uploaded information, links, and photos
- Assisted with the coordination of company meetings and parties

AMERICAN SPEEDY PRINTING, **Auburn, Alabama**
Graphic Designer / *May 2002 - February 2005*

- Designed a variety of print materials – business cards, brochures, invitations, flyers, etc.
- Coordinated with printing press department on all scheduling, pre-press output and quality
- Assisted with customer service and worked personally with clients to discuss design concepts