

Minh Nguyen

Graphic Designer / Marketing Coordinator

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Experience

ADVERTISING SPECIALIST | APRIL 2022 - CURRENT

Community Impact Newspaper, Austin, TX

- » Collaborate with Account Executives and Account Coordinators to produce effective advertisements that meet client needs
- » Present Ad proofs to sales team on time, ensuring that client has adequate time for review and approval
- » Assist design department with strategies to create an effective workflow
- * **Awarded Best Ad designs for 5 consecutive months from hire date**

MARKETING COORDINATOR | DEC 2017 - SEPT 2020

Newmark Knight Frank, Austin, TX

- » Marketed over +\$1 billion in multifamily real estate transactions
- » Coordinate on-time schedules with clients and hired photographers
- » Production of high quality fliers, proposals and offering memorandums
- » Created property listing websites with Listing Lab interface
- » Video editing for property listings and website uploading
- » Extensive market research for the Central Texas office, national Manufacturing Housing group, and national Student Housing group
- » Schedule and executing website launches and email campaigns per listing
- * **Created a database of photographer list for marketing department**
- * **Implemented new email marketing campaign process for marketing department**

GRAPHIC DESIGNER | NOV 2017 - May 2018 (Contractor)

Texas Hospital Association, Austin, TX

- » Produced white pages from given context using THA branding
- » Created additional logo designs for following company branding
- * **Communicate with team on "Basecamp" workflow tool**

GRAPHIC+WEB DESIGNER / PHOTOGRAPHER | NOV 2014 - NOV 2017

The Carvajal Group, Austin, TX

- » Designed fliers, brochures, banners, direct mail, logos, and print materials
- » Produced MLS signs, billboard graphics, and magazine ads
- » Created and maintain WordPress website for per property listing
- » Drove to property listings to take exterior and interior photos
- » Post edit and finalize real estate photos for print and media
- » Direct mail campaign to specific strategized market region
- » Daily email blast campaign to specific clients and investors
- * **Provided real estate photography inhouse to reduce marketing cost**
- * **Created branding for a new broker group used on social media**
- * **Reduced print service costs by 33% through negotiations**

INTERN GRAPHIC DESIGNER | JAN 2012 - MAY 2012

Clockwork Studios, San Antonio, TX

- » Working on editorials, newsletters, and brochures
- » Created original logos for personal portfolio
- » Idea contribution & Poster design for clients in Seattle / San Antonio
- » Assist senior designers on design material and content
- * **Pitched idea was selected by client in final selections**

Education

COMMUNICATION DESIGN | 2006 - 2010

BFA | Texas State University | San Marcos, TX

Cum Laude Achievement | GPA 3.7

ACCOMPLISHMENTS

- » Dean's List 2009 & 2010

RELEVANT COURSES

- » Communication Design
- » Web Design
- » Drawing & Illustration
- » Branding
- » Art Direction
- » Typography I & II
- » Real Estate Photography
- » Art History
- » Color Theory
- » Web Design
- » Sculpture & Painting

Skill & Abilities

Design Software:

Photoshop, Illustrator, Lightroom, Indesign, Dreamweaver, Flash, and Premiere

Web-Based Application:

HTML, CSS, FTP Clients, and WordPress

Hand Skills:

Drawing, Painting, and Printmaking

Office Applications:

MS Word, Excel, PowerPoint, Office 365, Mac, PC

Photography:

Real Estate Photography and Adobe Lightroom

Campaign E-Blast Applications:

Listing Lab, Campaign Breeze, Realty Juggler

Work Management:

Asana, Slack, Basecamp, Google Calendar
Google Drive, and Dropbox