



DYAN LOLLIS

GRAPHIC DESIGNER

CONTACT



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Mims, FL 32754

CAREER OBJECTIVE

Industrious individual with experience in operations and financial management. Proven track record of success in creating and driving business strategies, increasing efficiency, and cutting costs. Expert in managing complex projects, developing innovative solutions, and leading teams to achieve objectives.

EXPERIENCE

October 2020 - Present

Owner/Operator

Designs by Dyan, Mims, FL

- Inspected printed material for quality assurance purposes prior to delivery and shipment deadlines.
- Performed regular maintenance checks and cleaning tasks on printers to ensure optimal performance.
- Examined completed products against customer requirements before packaging them up for shipment.
- Maintained and troubleshoot printer equipment, including replacing parts as needed.
- Created proofs using RIP software that accurately reflected customer's artwork and designs.
- Operated digital printing presses to produce high-quality prints on a variety of substrates.
- Adjusted color settings for optimal print quality on all media types.
- Utilized software programs such as Adobe Acrobat, Photoshop, InDesign, Illustrator.
- Troubleshoot problems related to layout, color matching, registration accuracy.
- Managed inventory levels of supplies necessary for successful completion of each job run.
- Monitored printer output to identify any issues with resolution or color accuracy.

January 2018 - Present

Wildlife Rescue Volunteer/Social Media Manager

Missy's Miracles Wildlife Rescue, Crystal River, FL

- Built and ran social media campaigns, aligning with corporate brand strategy.
- Generated content ideas to engage target audiences and increase followers.
- Managed daily posts across social media platforms to increase Facebook, Twitter, and Instagram engagement.
- Researched social media trends and monitored competitor activity, evolving highly relevant social content.
- Managed content creation, curation and scheduling for multiple social channels including Facebook, Twitter, Instagram, Pinterest and LinkedIn.

- Provided compassionate care to rescued animals, ensuring their comfort and safety.
- Created informational brochures about local endangered species and how citizens can help protect them.
- Maintained detailed records of wildlife rescue operations, including species type, location, and condition of animal.
- Developed strong relationships with local veterinarians to ensure proper medical attention for injured wildlife.
- Organized fundraising events to support local wildlife conservation efforts.
- Attended conferences and seminars related to current trends in wildlife management practices.
- Utilized binoculars, telescopes, cameras and other devices to observe animal behavior from a safe distance.
- Assisted in the release of rehabilitated wildlife back into their natural habitats.
- Conducted educational presentations on the importance of preserving native ecosystems.

EDUCATION

May 1993

Associate In Science (A.S.) In Executive Secretary

Paul D Camp Community College, Franklin, VA

Relevant Coursework

- Microsoft Office
- Desktop Publishing

Awards & Honors

- Phi Beta Lambda State and National Award
- Presidential award

November 2023

Graphic Design In Interactive & Graphic Art GPA 3.7

Southern New Hampshire University, Manchester, NH

Relevant Coursework

- Basic Design and Color Theory
- Introductory Drawing
- Introduction to Digital Imaging

- Media Communication and Visual Literacy
- Graphics & Layout Print Media
- Desktop Publishing
- Digital Graphic Design for the Web
- Advanced Digital Graphic Design for Web

Awards & Honors

- Honor Roll
- Academic All American

Extracurricular Activities

- Youth Leader
- Martial Arts Instructor
- Food Pantry volunteer

SKILLS

- Verbal and Written Communication
- Sales Leadership
- Team Oversight
- Coaching and Mentoring
- Financial Management
- Business Administration
- Design Coordination
- Marketing and Advertising
- Leadership and People Development

CERTIFICATIONS

- Professional Secretary
- Bookkeeper
- Stenographer

REFERENCES

References available upon request