



MAGDALENA MALACHOWSKA

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EDUCATION

New Jersey City University | Jersey City, NJ | 2007 - 2010

Bachelor of Arts: Graphic Design

EXPERIENCE

Graphic Designer

Shipco Transport | Remote Work | 10.04.2016 - Present

Responsibilities:

- In-house creative for Corporate Marketing Department; assisting in support of over 70 offices worldwide
- Overseeing projects of junior designer
- Responsible for coordinating marketing materials on the company intranet, website & social media
- Creating internal & external communications including ads, flyers, brochures, folders, invitations, sell sheets, web banners, social media images, presentations, maps, trade show signage
- Email campaigns preparation: design, translation into HTML, coordination & distribution via CMS

Junior Graphic Designer

Shipco Transport | Hoboken, NJ | 03.04.2013 - 08.21.2015

Responsibilities:

- Design & translate promotional creative to required media format
- Internal & external communications including ads, flyers, brochures, folders, invitations, sell sheets, web banners, social media images, presentations, maps, trade show signage
- Email campaigns preparation: design, translation into HTML, coordination & distribution via CMS
- Internal newsletter design & layout; creating print and digital versions

Full-time Freelance Graphic Designer

Visual Graphic Systems, Studio D | Carlstadt, NJ | 01.10.2012 - 5.10.2012

Responsibilities:

- Designing: brochures, eblasts, sale sheets, web ads & postcards

Graphic Design Intern

Summit Business Media | New York, NY | 6.9.2011 - 9.30.2011

Responsibilities:

- Designing: brochures, sale sheets, banner ads & postcards

Junior Design Intern

USA Today, Marketing Department | New York, NY | 09.07.2010 - 12.22.2010

Responsibilities:

- Designing advertising for sales reps & their clients
- Comping ads into the newspaper & shipping the comps to outer offices
- Studio maintenance: organizing & management tasks

SKILLS

- MAC & PC platforms
- Adobe Creative Suite, Microsoft Office, HTML & CMS