

NAOMI SNOOK

GRAPHIC DESIGNER

CONTACT



Brooklyn, NY



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www.naomisnook.com



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EDUCATION

The University of Akron // Akron, Ohio
Mary Schiller Myers School of Art
Bachelor of Fine Arts
Graphic Design, May 2008

SKILLS

Expert in:

- + Adobe InDesign
- + Adobe Illustrator
- + Adobe Acrobat

Proficient in:

- + Adobe Photoshop
- + Adobe Bridge
- + Microsoft Word
- + Microsoft Powerpoint
- + Microsoft Outlook
- + Microsoft Excel
- + Microsoft Teams

EXPERIENCE

Marcus and Millichap - IPA Division, New York City, NY

Senior Graphic Designer // March 2021 - Current

- + Create high-end commercial real estate marketing content for both print and digital distributions, focused on the retail sector
- + Create custom infographics, mapping, site plans, e-blasts, and other presentation graphics
- + Serve as the project manager for all assignments, which includes all intake, reporting activity and status to Director and other stakeholders
- + Communicate and collaborate directly with agents, financial analysts, researchers, other production designers, and outside vendors to ensure on-time project delivery
- + Demonstrates a platinum-level understanding of and capacity for client service with attention to detail and an eye for current design standards and trends
- + Works within a high-volume environment supporting agents in all four time zones

JLL (HFF, L.P.), New York City, NY

Senior Graphic Designer // January 2013 - March 2021

- + Responsible for creating and editing offering memorandums (30-100 page books), RFPs, BOVs and marketing packages that include layout design, maps, aerials, logos, floor plans and infographics
- + Take a project from ideation to completion, including preparing files for print
- + Handle multiple projects simultaneously in a fast paced, client driven environment
- + Prepare graphic content for e-mail campaigns and correspondence
- + Adhere to corporate brand standards while thinking outside of the box
- + Responsible for working with third party vendors to outsource marketing components and deal closing gifts
- + Manage marketing budgets and ensure invoices get paid in a timely manner
- + Work directly with the Art Director to create new processes to increase communication and productivity across all teams, office wide

Aronson's Floor Covering, New York City, NY

Project Manager // November 2010 - January 2013

- + Use creative background to assist clientele with custom ideas and designs
- + Work closely with interior designers, architects, general contractors and walk-in clients to find the best flooring options to match their needs
- + Simultaneously manage multiple jobs from conception to completion

Universal American, Solon, OH

Graphic Designer // May 2007-October 2010

- + Create, design and produce multi-piece marketing kits, enrollment pieces, engagement collateral and comprehensive medical booklets, distributed to over 1.9 million members
- + Transform copy and outlines into compelling visual messaging, while adhering to parent company branding requirements and strict government agency regulations
- + Develop visual themes and graphic enhancement for major corporate events, enrollment drives, sales functions and in-house marketing