

TRACY RINGEL

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TECHNOLOGY

Adobe InDesign	Adobe Photoshop	Adobe Illustrator
Adobe Dreamweaver	HTML/CSS	jQuery
Microsoft Word	Microsoft PowerPoint	Mac & PC Platforms

SKILLS

Layout Design	Web Design	Logo Design
Branding	Photography	Photo Editing
Illustration	Project Management	Collaboration

EXPERIENCE

Communications and Design Associate

June 2013 - Present | Baltimore Hebrew Congregation | Baltimore, MD

- Create posters, advertisements, and flyers announcing upcoming events
- Layout images and articles for monthly bulletin
- Keep website up-to-date
- Redesigned a consistent look for weekly e-newsletter

Graphic Designer/Photographer

June 2012 - May 2013 | Holabird Sports | Baltimore, MD

- Designed and coded promotional emails, web buttons, and banners for Holabird and affiliated websites
- Created designs marketing the company via social media including Pinterest, Facebook, and Twitter
- Photographed merchandise for Holabird website
- Assisted with website updates, specifically creating web banners and advertisements and managing website organization

Graphic Design Intern

Feb 2011 - May 2011 | Keuka College | Keuka Park, NY

- Created mock-up designs for campus-wide and inter-campus events
- Assisted student organizations in developing and finishing designs
- Updated and created inter-office forms

Public Relations Intern

Jan 2011 | Howard County Library | Columbia, MD

- Created signs, buttons, and other products for fundraising event
- Updated internal and external forms
- Organized spreadsheets and filing systems

EDUCATION

Master of Arts, Publications Design

2014 | University of Baltimore

Bachelor of Arts, Major: Organizational Communication; Minors: Marketing & Education

2011 | Keuka College

Cum Laude