

# MEGHAN THOMAS

## GRAPHIC & WEB DESIGN

### CONTACT

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### DESIGN PORTFOLIO

[www.mthomasstudio.com](http://www.mthomasstudio.com)

### SKILLS

Wix  
CSS  
Adobe Photoshop  
Adobe Lightroom  
Adobe Premiere Pro  
Adobe Indesign  
Adobe Illustrator  
Constant Contact  
MailChimp  
Hootsuite  
Shopify  
Formstack  
Facebook  
Instagram  
YouTube  
Excel  
Microsoft Word  
DNS Setup/Maintenance  
Photography  
Creative writing  
Copy writing  
Illustration  
Graphic design  
Web design

### RELEVANT EXPERIENCE

#### Word of Faith Int'l Christian Center | Southfield, MI | 2017 - Present

##### Webmaster, Head of Web Department | 2018 - Present

- Designed, created, and maintained 15-20 websites within the international organization
- Managed a team of 1-2 full-time employees
- Oversaw management of 5 social media accounts
- Redesigned systems and procedures within the Web Department to improve efficiency

##### Front End Web Designer | 2017-2018

- Designed promotional graphics for use on websites, social media, and email blasts
- Created website redesign mock-ups for executive approval
- Provided website designs to Webmaster for development
- Created and scheduled content for 5 social media accounts

#### Inspired By Me | Plymouth, MI | 2015 - 2017

##### Graphic Designer, Art Instructor

- Created all company design and marketing materials, including office forms, company branding, and website.
- Updated social media pages regularly
- Taught private art classes in several different media including acrylic painting, drawing, watercolor, and typography.

#### Lifetouch Portrait Studios | Troy, MI | 2014 - 2016

##### Photographer/Sales Associate

- Photographed clients in a wide range of ages and groups.
- Reviewed photos with clients after session, and handled all sales of photos taken.
- Maintained studio by organizing camera room, answering calls, scheduling clients, calling clients with appointment reminder, and handling all final transactions.

### EDUCATION

#### Adrian College | Adrian, MI | May 2009

##### Bachelor of Fine Art

Completed coursework pertaining to photography, drawing, and design. Additional credits were completed in advanced art history courses. Also served as a teaching assistant to the art department for an additional year post-graduation.