

# Chandra Singleton

Phone: 813-410-8647 Email: chandrasingleton22@gmail.com Website: chandrasingleton.com

---

## TECH SKILLS

Microsoft Office 365  
Adobe Creative Cloud  
• Indesign • Photoshop  
• Illustrator • Bridge  
• Acrobat Pro DC  
Canva  
Animoto  
Mailchimp  
Mac/PC Platforms

## DESIGN SKILLS

Print Design  
Layout  
Branding & Identity  
Typography

## SOFT SKILLS

Creativity  
Critical Thinking  
Leadership  
Organization  
Time Management  
Communication  
Versatile  
Personable

## EXTRA ACTIVITIES

- Electric Daisy Carnival Music Festival, Harm Reduction
- Busch Gardens - Howl-O-Scream, Scare actor

## EDUCATION

Campbell University - Buies Creek, NC

**B.A., Major: Graphic Design (Magna Cum Laude), December 2006**

Semester Academic Honors: President's List Spring 2006, Dean's List Spring 2005, Fall 2005

Suffolk County Community College - Riverhead, NY

**A.A.S., Major: Graphic Design, 1999**

## PROFESSIONAL EXPERIENCE

**Club Z! Inc., Fast-teks Inc., Acti-Kare Inc., - Tampa, FL**

*Art Department Manager/Senior Graphic Designer - 8/07 - Present*

- Responsible for interviewing, hiring and training all new Art Department employees.
- Manage and coordinate a team of designers for all design projects from concept through completion while maintaining our Corporate brand and identity.
- Collaborate with over 300 clients to create vision, conceive designs, and consistently meet tight deadlines and project requirements.
- Create highly persuasive sales and marketing presentations for our sales department that contributes to \$20,000 - \$50,000 in franchise territory sales.
- Work closely with the SEO/Web specialists to create design themes and graphics for our Corporate websites, PPC/google display campaigns, and social media platforms.
- Design all in-house marketing material for our Corporate office including manuals, conference banners, Corporate newsletters, and brochures in line with brand vision.
- Manage over 300 client files and photo library of stock photography.
- Coordinate with outside agencies and vendors on print and product projects.

**BAY OF BLOOD, LLC - Tampa, FL**

*Co-Owner/Art Director - 01/16 - Present*

- Maintain company branding through website and social media.
- Create marketing material for advertising and promotion of events.
- Collaborate with vendors, celebrity guests and representation, and host hotels.

**United States Air Force (Pope Air Force Base) - Fayetteville, NC**

*Graphic Design Internship - 3/06 - 5/06*

- Designed promotional advertising for various functions held on Pope Air force Base.

**Main Strike Telecommunications - Hicksville, NY**

*Graphic Designer - 6/01 - 12/03*

- Collaborated with clients to develop specifications for project design and layout.
- Customized client artwork to enhance designs and layouts by modifying images.