

MALLORY FORTI

GRAPHIC AND WEB DESIGNER

CONTACT

📞 978. 758. 5844

✉️ malloryforti@gmail.com

📍 Tewksbury, MA

🌐 [linkedin.com/in/mjforti](https://www.linkedin.com/in/mjforti)

EDUCATION

BA Graphic Design and Media Arts

Southern New Hampshire University

Honors: Summa Cum Laude

Manchester, NH | 2019-2021

AA Graphic Design and Media Arts

Middlesex Community College

Honors: Cum Laude

Bedford, MA | 2009-2012

SKILLS

- Adobe Creative Suite
- Graphic Design
- Web Design
- MS Office Suite
- Data Entry
- Social Media
- Knowledge of PC/Macintosh

ACHIEVEMENTS

- President's List - SNHU 2019-2021
- EoM - FAI - September 2021
- EoM - Target - July 2015

PROFILE

Recent college graduate with a Bachelor's degree in Graphic Design and concentration in Web Design. An enthusiastic and innovative individual with excellent customer service and solid problem-solving skills. Detail-oriented with an ability to prioritize work and minimize downtime. Currently in search of a challenging position as an Entry Level Graphic Designer where I can improve my skills and knowledge and best utilize my creative and excellent customer service abilities.

EXPERIENCE

Prepress Technician/ Customer Account Assistant

FULFILLMENT AMERICA | BILLERICA, MA | JUNE 2019 - PRESENT

- Assisted production department to layout and color correct files for CMYK printed output.
- Maintain template consistency and file quality for print and electronic media.
- Attentive to detail
- Monitoring inventory levels of products to ensure the fulfillment of orders is guaranteed.
- Importing, auditing, and printing up to 3000 orders per week.
- Maintaining solid relationships with clients by answering questions and resolving issues with professionalism and positivity in a timely fashion.

Sales Floor Team Lead

TARGET CORPORATION | WILMINGTON, MA | AUGUST 2014 - JUNE 2019

- Managing sales floor operations which include meeting department sales goals, knowledge and understanding of store metrics, maintaining replenishment, zone and recovery of product. training new employees and interviewing potential candidates and pulling sales.
- Driving sales and increasing basket size through setting monthly sales planners of promotional items, knowledge of weekly sales and promotions of the Cartwheel/Wallet phone app.
- Training new employees through hands-on exercises and online learning modules and conducting the interview screening of potential candidates.
- Ensuring utmost guest service by troubleshooting customer issues, recommending and upselling products, and upholding the cleanliness of the store to ensure a wonderful and safe shopping experience.