



treasure lathan

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education

Bachelor of Arts Graphic Design & Media Arts

Minor | Art History & Social Media

Southern New Hampshire University, May 2018, *Suma Cum Laude*

experience

Duda|Paine Architects, PA | 2000 – present

Durham, NC | dudapaine.com

Graphics Director	Design & execute marketing content
2015 – present	Design & manage firm graphic standards Oversee firm social media accounts

Office Manager	Work to negotiate lease extension with landlord
2005 – present	Oversaw construction of recent office remodel Co-manage administrative staff with HR manager

Marketing Director	Created & executed marketing content
2009 – 2015	Produced & updated firm website(s) Worked with firm partner to curate office art

Executive Assistant	Managed partners calendars
2005 – 2009	Tracked & arranged business development meetings for partners

Marketing Coordinator	Worked directly with firm partners to create and deliver firm marketing content, proposal, website, etc.
2002 – 2007	

Administrative Assistant	Front face & voice for firm
2000 – 2002	Maintained firm mailing list Assisted with marketing proposals

skills



InDesign



Photoshop



Illustrator



Dreamweaver



HTML5



CSS3



Microsoft Office