

JULIE HOWARD

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SUMMARY

Over 20 years experience in graphic design, preparing presentations, materials, and working in website development. I now support clients as a Peer Support Specialist, developing and facilitating outreach. Areas of expertise include:

- Schooled and skilled in graphic design principles, typography, color, and layout composition.
- Writing, editing, and designing educational materials in a variety of media formats.
- Knowledge of local community resources available to peers.
- Developing and facilitating presentations and trainings.
- Writing clear and effective reports and correspondence.
- Graphic design of peer support materials including flyers, newsletters, advertisements, informational handouts and brochures.

COMPUTER SKILLS

PC PLATFORM/ MAC

Microsoft Word	● ● ● ● ● ●
Microsoft PowerPoint	● ● ● ● ● ●
Microsoft Publisher	● ● ● ● ● ●
Microsoft Excel	● ● ● ● ● ●
Microsoft Outlook	● ● ● ● ● ●
Adobe Illustrator	● ● ● ● ● ●
Adobe InDesign	● ● ● ● ● ●
Adobe Photoshop	● ● ● ● ● ●
Adobe Acrobat	● ● ● ● ● ●
Basic HTML & CSS	● ● ● ● ● ●
G (Google) Suite	● ● ● ● ● ●

EMPLOYMENT HISTORY

Shasta County Health and Human Services, Redding CA

Peer Support Specialist / January 2021–Present

- Knowledge of principles and practices of mental health.
- Provide assistance and mentoring on a one-on-one basis with peers.
- Participated in *Stand Against Stigma* public outreach program.
- Facilitate 7 support groups per week.
- Practice trauma-informed outreach with peers.
- Implement community outreach with graphic design materials.
- Provide support and hope at the Syringe Services public outreach program.

Julie Howard Graphic Design, Redding CA / juliehowarddesign.net

Freelance Graphic Designer/Project Manager/Copywriter / 2003–2020

- Wrote and designed marketing materials including newsletters, illustrations, brand guides, brochures, advertisements, websites, flyers, and PowerPoint presentations.
- Compiled and interpreted data; developed, designed, and prepared informational materials for all marketing, social media, and web content.
- Accustomed to public speaking, presentations, and facilitating meetings.
- Worked under tight deadlines while managing multiple projects. Experienced with unforeseeable changes; projects canceled, rewritten, or given immediate priority.
- Served as project manager, ascertaining needs and developing strategic plans for clients. Provided schedules and deadlines while communicating effectively orally and in writing.

Spherion Staffing/The City of Redding, Redding CA

Personnel Clerk / 2020

- Organized new employee orientation, onboarding, and publication production.
- Maintained employee online and paper records, ensuring strict confidentiality.
- Prepared and maintained reports and other documentation.
- Compiled and interpreted data.
- Provided support for projects.

Richard Cain, Cain's Coffee, Oklahoma City OK

Executive Assistant / 2016–2018

- Represented Mr. Cain, preparing materials to give informational presentations.
- Wrote formal letters, meeting agenda, articles, and summary reports.
- Trained Mr. Cain on software and technologies.
- Planned, implemented, and evaluated activities and programs; collected and analyzed data.
- Wrote clear and effective reports and correspondence with the proper use of grammar, spelling, punctuation, and typography.

EMPLOYMENT HISTORY CONT'D.

Walgreens, Edmond OK

Beauty Advisor/Customer Service / 2010–2013

- Assisted customers in-store and on the telephone, using etiquette and strong communication skills.
- Initiated time-saving tasks involving inventory to reduce waste and increase maximum team performance.
- Assisted managers with training and supervising employees, inventory reports, special orders, and reconciling daily transactions.

Esri (Environmental Systems Research Institute), Redlands CA

Senior Graphic Designer / 1994–2003

- Supported the communication needs of the company's marketing materials in 51 international and state agencies.
- Designed promotional materials including advertisements, brochures, newsletters, illustrations, infographics, visual aids, displays, and logos.
- Organized and supervised graphic designers, a team of 6, for PowerPoint presentations at a user conference of 10,000 attendees.
- Authored educational materials and trained departments in new software and graphic procedures. Achieved better comprehension by evaluating effectiveness of programs and training follow-ups.
- Developed educational materials for conferences, workshops, trade shows, and software packaging.
- Designed GIS for Public Health brochures and marketing materials.

INTERNSHIP

Greater Oklahoma City Chamber of Commerce, Oklahoma City OK

Graphic Design Intern / 2012

- Designed promotional materials, annual reports, newsletters, publications, and brochures.
- Participated in special events, community meetings, and implementing education outreach projects.
- Composed and edited files in Microsoft Word, Excel, and Adobe InDesign, developing articles for publication and public presentations.
- Supported the communication needs for the business and industries of Greater Oklahoma City.
- Streamlined process of researching, collecting, and compiling data for publication of the monthly magazine, improving efficiency by 20%.

VOLUNTEER WORK

Intergroup Service Office for Alcohol Recovery, Oklahoma City, OK

Recovery Support / 2016–2020

- Acted as a resource for participants and family members regarding services and referral information.
- Provided direction and guidance to those seeking recovery, through telephone and in-office visits.
- Edited articles for monthly newspaper.
- Increased community awareness of substance abuse.

VOLUNTEER WORK CONT'D.

Oklahoma City Day Shelter/The Homeless Alliance, Oklahoma City OK

Computer Teacher / 2012–2013

- Developed training materials and taught Microsoft Word and internet classes at The Oklahoma City Day Shelter.
- Supported and engaged participants in productive activities which promoted growth toward a successful outcome.
- Communicated effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds.

EDUCATION

Bachelor of Arts.

Major: Graphic Design. Minor: Studio Art.
California State University San Bernardino,
San Bernardino, CA.

Additional Courses: Typography,
Art Center for Design, Pasadena, CA.

Macromedia Dreamweaver, University of
California at Riverside, Riverside, CA.

PORTFOLIO

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CLIENTS

California

Kia Automobiles, Orange County

Kingston Technology

Grubb & Ellis

United Behavioral Health

WesCorp Credit Union

Wachovia Bank

Kinko's Corp.

Oklahoma

Langston's Western Wear

Newmark Group Commercial Real Estate

Keller Williams Realty

Beals Cunningham Strategic Services

USE Federal Credit Union

Hudiburg Auto Group

Naifeh Fine Jewelry

Dead Center Film Festival

Maisha Project of Kenya