





ASHLEY E. SMITH

CONTACT

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EDUCATION

Lyndon State College
2006 - 2010

BA // Graphic Design
Minor // Photography

SKILLS

Adobe Creative Suite
Microsoft Office
Detail-Oriented
Project Management
WordPress
Ecommerce
Videography
Photo Editing
Social Media
Tech Savvy
Logistics

PORTFOLIO

www.adewhurst.wix.com/graphicdesign

EXPERIENCE

GRAPHIC DESIGNER + MARKETING MANAGER

Multiple Clients // REMOTE // January 2022 - Present

- Filming, editing, creating & running social media accounts
- Running & updating online retail websites, Ecommerce
- Developing company brands (logos, ads, brochures, etc.)

SOFT GOODS + MARKET MANAGER

Rustic Marlin // Hanover, MA // August 2021 - February 2022

- Designed and oversaw production of all soft goods department with a high level of accuracy and efficiency
- Ran, merchandised, marketed, stocked, took custom orders, designed products & processed payments for the market

PROJECT MANAGER + GRAPHIC DESIGNER

Harmony Contract Furniture // Braintree, MA // December 2016 - August 2021

- Kept projects in scope, on budget & on schedule from start to finish.
- Coordinated with multiple factories/vendors to build, purchase, customize & assemble furniture for high-end hospitality clients.
- Created lasting relationships with clients & sales representatives all over the country
- Invoiced clients, provided purchase orders & tracked payments
- Handled all client inquiries & addressed all follow up concerns
- Created all marketing material
- Edited product photos & updated company website using Wordpress
- Managed the warehouse & inventory
- Self taught in all company technology & software

MARKETING COORDINATOR + GRAPHIC DESIGNER

Stavis Seafoods // Boston, MA // August 2015 - December 2016

- Designed Content & Layouts for all advertisements, flyers & brochures for customers nation wide.
- Responsible for Photographing & Filming all marketing materials
- Successfully ran all social media and boosted target audiences using Hootsuite & Constant Contact.
- Responsible for prepping all visual materials for presentations by using Adobe CS & Microsoft Office
- Oversaw & managed interns
- Ran company booth at national trade show

EVENT DIRECTOR + MARKETING COORDINATOR + GRAPHIC DESIGNER

The Urban Art Bar LLC + Juice Box // Boston, MA // May 2014 - May 2015

- Developed company brands (logos, ads, brochures, etc.)
- Coordinated with vendors and planned multiple events
- Successfully ran all social media sites while boosting target audiences