



Katie Kuntz

Graphic Designer

610-331-5801 | katie@katiekuntz.com | katiekuntz.com | Philadelphia, PA

About Me

I am an ambitious, self-disciplined, and driven individual who thrives in complex and challenging environments. My experience in digital marketing has taught me immensely about the importance of meaningful work, so I have made it my mission to help businesses communicate their purpose through visual concepts that accentuate their core values.

Experience*

Graphic Designer

Freelance | Philadelphia, PA | October 2019-Present

Designed presentations, pitch decks, business proposals, employee manuals, pamphlets, infographics, ebooks, whitepapers, business cards, flyers, and flowcharts; developed wireframes, layouts, and content for websites; created logos and brand identity assets that include typography, color palettes, and visual styles; animated text graphics for intro and end cards, lower thirds, and explainer videos; produced high-quality photos and videos for various events by scheduling, set designing, shooting, and editing footage.

Graphic Designer / Operations & Recruiting Associate

Pivotal Business Solutions | Ardmore, PA | July 2022-Present

Created marketing assets for internal and client use including company presentations, operations and profit assessments, strategy session plans, monthly reports, letterheads, business proposals, and various templates; wrote blog posts; updated content and design on company website as needed; onboarded new associates; sourced candidates through applicant tracking systems; assessed resumes; coordinated and conducted interviews; tracked, compiled, and organized company expenses and other financial reports.

Graphic Designer / PR & Marketing Specialist

EnviroKure, Inc. | Philadelphia, PA | October 2021-April 2022

Collaborated with team members to establish art direction, concept design, and project management for marketing materials; designed company website; conceptualized and delivered time-sensitive designs in print and web-based formats including tradeshow booth graphics, banners, brochures, electronic newsletters, invitations, posters, and presentations; designed and developed content for all social media platforms.

Graphic Designer

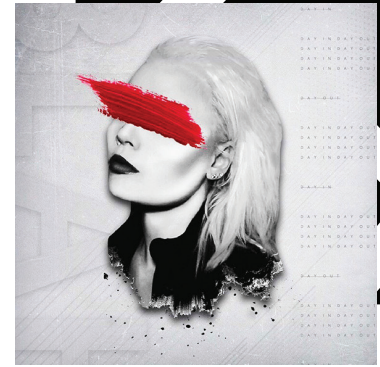
Gregory FCA | Ardmore, PA | March 2016-October 2019

Designed company presentations, infographics, flyers, outdoor signage, posters for promotional items, brochures, and social media graphics; worked closely with team to write scripts and design storyboards; assisted with lighting, sound, and recording setup for video productions; created video graphics and animations; managed video file management and storage; edited video footage.

Graphic Designer / Public Relations Coordinator

Buchanan Public Relations | Bryn Mawr, PA | June 2015-August 2015

Photographed images and designed graphics to visually promote client products; raised awareness about organizations by pitching and distributing messages to journalists; built trust and credibility by successfully and consistently coordinating interviews with clients and reporters who write for top-tier media outlets.



Education

Bachelor of Arts in Public Relations, 2016

Temple University | Philadelphia, PA

College of Visual & Performing Arts, 2010-2012

Syracuse University | Syracuse, NY

Achievements

Winner of Best Infographic of the Year, 2019

PR News' Social Media Awards

Received "Rising Talent" badge, Upwork, 2019

Proficiencies

Adobe Creative Cloud

After Effects | Audition | Illustrator | InDesign
Lightroom | Photoshop | Premiere Pro

Google Workspace

Analytics | Data Studio | Docs | Sheets | Slides

Microsoft Office Suite

Excel | Outlook | PowerPoint | Publisher | Word

Hard Skills

Animation | Brand Development | Computer Software
Customer Service | Content Marketing | Photography
Public Relations | Typography | Video Production

Soft Skills

Adaptability | Collaboration | Communication
Creativity | Critical Thinking | Emotional Intelligence
Problem-Solving | Teamwork | Time Management

**References available upon request*