



# ELISSA LEVIN DAVIS

GRAPHIC DESIGN | COMMUNICATIONS  
ELISSALEVINDAVIS.COM

## SKILLS

### Presentation Development and Design

- PowerPoint, Keynote, and storyboarding
- Slide design and aesthetics
- Flow and process charts
- Infographics
- Custom animation

### Print Design

- InDesign, Photoshop, Illustrator
- Content writing and management
- Trade show materials

### Digital Design

- Banners, WordPress, Email templates and invitations
- User experience design
- Wire-framing, prototyping and affinity mapping

## RECENT & RELEVANT EXPERIENCE

### CONTRACT - GRAPHIC DESIGN PROJECT MANAGER • SOUTH SHORE HOSPITAL • JAN 2017 – APRIL 2017

Responsible for the design and development of brochures, presentations and collateral across the South Shore health care system. Assisted with managing requests for materials including the creation of a request form to increase efficiency with handling multiple inquiries. Ensured brand continuity with all print projects.

### CONTRACT - MARKETING COORDINATOR • SKANSKA USA • JULY 2016 TO SEPTEMBER 2016

Assisted with the creation and development of a high-profile proposal for US Commercial Development Division. Assignments included placing content from multiple sources into specific template, re-designing pages to highlight experience with similar projects and consistent messaging.

### COMMUNICATIONS SPECIALIST • CAMBRIDGE ASSOCIATES • FEBRUARY 2014 TO DECEMBER 2015

Assisted Global Business Development with various marketing needs including presentations, brochures, html invitations and email templates. Worked with various business units to create presentation content and templates.

### PRESENTATION DESIGNER • EATON VANCE INVESTMENT MANAGERS • APRIL 2011 TO MARCH 2013

One of three designers in Brand Marketing supporting Eaton Vance Distributors, Eaton Vance Management, and Eaton Vance Investment Counsel. Designed and implemented dynamic, compelling presentations, web graphics and templates for both Retail and Institutional divisions using best practices. Created training seminar on how to use company presentation template effectively and provided custom companion materials.



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617 905 0374



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## EDUCATION

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BACHELORS OF SCIENCE IN COMMUNICATIONS • MAY 1994 • CASTLETON UNIVERSITY

CERTIFICATE IN GRAPHIC AND WEB DESIGN • NOVEMBER 2000 • CLARK UNIVERSITY

## VOLUNTEER EXPERIENCE OR LEADERSHIP

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Currently teaching Sunday School for grades 5 and 6 at Congregation Beth Jacob. Created lesson plans, activities and materials for class.

Designed brochures for It's My Heart New England and currently working on social media content.



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