

Elizabeth M. Maurer

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Work Experience

National Award Services, Inc

Graphic Design • [Webmaster](#)

September 2004 – June 2012

Responsible for creating and managing all aspects of the design work for National Award Services, an advertising specialty company whose main focus is with Rotary International and local Evanston businesses. Duties include coordinating product purchase orders and preparing artwork for customers custom ordered items consisting of promotional products, pins, awards and bronze plaques. Responsibilities also included the creation of all print and web advertising materials including maintenance of a 10,000+ item POS database as well as updating and coordinating with catalog company on our 100 page catalog which is revised every year.

VTex Inc.

Purchasing Assistant • [Web Development](#)

September 2003 - September 2004

Responsible for creating and following purchase orders for both stock as well as custom customer orders for chef apparel. Created forecasting reports and placed orders with suppliers coordinating shipping and production as well as assisting the upkeep of notions and fabric yardage. Responsibilities also included creation of a website catalog and assistance with providing necessary materials to the catalog company.

Freelance

Graphic Design • [Web Development](#)

January 1995 - present

Responsible for the creation of print graphics and web sites for multiple clients around the Chicagoland area. Design tasks include creation of corporate identities, business card design, web sites, billboards, logos, clothing, and promotional products using Adobe Photoshop, Adobe Illustrator, and Dreamweaver. Past clients include banks, ad specialty companies, realtors and various small businesses in the Chicago area.

Education

Bachelor of Art, Columbia College, Chicago
Business and Marketing, CLC, Grayslake, IL