

RESUME

Michelle Pugh

Owner of Joonbug Graphic Design and Joonbug Yoga

P.O. Box 301 Hoodspport, WA 98548

(360) 556-6205

Joonbug Graphic Design

joonbugdesign@yahoo.com

www.joonbuggraphicdesign.com

Joonbug Yoga

joonbugyoga@gmail.com

www.joonbugyoga.com

PROFESSIONAL HISTORY

Joonbug Graphic Design • Owner/Senior Graphic Designer

(08.06 to present) Hoodspport, WA

Overview: Owner and freelance Graphic Designer offering web and print design services including company branding, books, maps, packaging, events, illustration, invitations, posters, advertisements, catalogs, brochures, logos, trade show display, interpretive exhibits, social media marketing and website design. Freelance graphic design services for organizations such as Washington State Government agencies (ie. Washington State Parks and Recreation Commission, Office of the Superintendent of Public Instruction, etc.), Saint Martin's University, Washington State Parks Foundation, Washington State Senior Games, Junior League Olympia, non-profit organizations and small businesses, etc. Management and implementation of graphic and web design, writing, editing, proofreading, developing contracts, marketing, community outreach, social media, budget, timelines, production and vendor liaison, printing, press checks, production proofs, delivery and quality standards. Management of 1 contract employee (Illustrator).

Joonbug Yoga • Owner

(January 2010 to present) Hoodspport, WA

Overview: Owner, 500 Hour Experienced Registered Yoga Teacher through Yoga Alliance, LaStone Hot Stone/Thai Yoga bodyworker and Reiki Master. Lead trainer for Joonbug Yoga School's 200 Hour

Registered Yoga Teacher Training program certified through *Yoga Alliance*. Management of 12 yoga instructors, communications management (ie. website content, design and editing, promotion, production, social media, budget, community outreach, scheduling, events and written curriculum). Yoga instruction for group and private yoga classes including trauma-sensitive yoga, aqua, full moon, stand-up paddle board, all levels, vinyasa, yin, hot hatha, beginning and gentle class formats at various locations in Washington State including Alderbrook Resort and Spa, Chehalis, Nisqually, Cowlitz, Skokomish, Puyallup and Squaxin Island Tribes, City of Shelton Parks and Recreation Department, the Salmon Center, Washington State government agencies and yoga studios. Active member of the North Mason County and Shelton Mason County Chamber of Commerce.

Washington State Department of Health • Communications Consultant 5/Graphic Designer/Temporary Position

(10.2023 to 04.03.2023) Tumwater, WA

Overview: Graphic Designer on the Executive Office of Public Affairs and Equity (OPAE).

- Develop, support and coordinate graphic design projects using senior level graphic design abilities.
- Work with Adobe Creative Suite and Microsoft products while maintaining and adhering to the agency visual style guidelines and mission of equity, innovation, and engagement.
- Collaborate with DOH staff, community-based organizations, local public health entities, governmental partners, health care providers and systems, the private sector, Tribal Nations and other stakeholders while providing graphic design support as needed.
- Provide digital and print services for all agency programs while providing clear, positive communication and completing projects on time.
- Design and managing the new logo design project, publication templates, PowerPoint presentations, banners, web graphics, fliers, handouts, large exhibit compositions for DOH history timeline display and misc. web graphics.
- Use of Pantone® Match System, type, illustration, photography, and various layout techniques.
- Initiating publication translation requests for flier and handout designs in collaboration with vendors and project teams.
- In collaboration with the agency leadership and graphic design teams, identify and implement new high resolution template designs using Microsoft Word, Publisher, PowerPoint, InDesign, Photoshop and Illustrator.
- Gather content, coordinate with agency staff and locate photos, images or source files from Getty, istockphoto, shared drive; lay out content, proof/copy edit.
- Design and prepare posters, advertisements, event signage, presentations, handouts, digital graphics, and other design needs.

- Proactively communicate with agency staff to support graphic design needs in person and virtually (TEAMS).
- Coordinate with staff, vendors, and partners at other organizations as needed, gather information, images, and cost estimates, define and review projects, and deadlines.
- Develop and maintain agency branding standards, accessing design files, understanding and using color palette and fonts.
- Ensure graphic design and communication products comply with guidelines for Americans with Disabilities Act.
- Prioritizing and managing multiple tasks and meet agreed-upon deadlines.
- Provide graphic design services with commitment to diversity, equity, inclusion and accessibility. Determining the most effective way of getting the agency's message across in print and electronic media using a variety of methods such as color, type, illustration, photography, and various layout techniques, in accordance with agency standards and industry best practices.
- Occasional offsite visits to the Tumwater headquarters office for video training, learning Adobe Premier Pro and following through with equipment updates for remote office use of laptops, printers, scanners, lighting, microphones and digital cameras.
- Post-production tasks include preparing high resolution and low resolution PDF files, uploading the files to a shared drive and archiving all design files.

Washington State Parks and Recreation Commission • Senior Graphic Designer

(07.01 to 2018) Tumwater, WA

Overview: Senior level graphic designer for agency (in house, contract and project positions), including management of two contract graphic designers, develop and maintain print and logo guidelines, fulfill all graphic needs of agency by designing complex publications, displays, electronic presentations, computer and web graphics, advertisements, posters, flyers, signs and logos. Interpretive signs, maps, exhibits, PowerPoint presentations, videos, photography, embroidery, screen printing, specialty items, hand painted and printed display, color consultation for interior painting and other non-print media work. Park map designs for 120 state park web pages/publications using GIS/USGS source files. Serve as agency liaison with staff and printers including D.E.S. (formerly D.O.P.). Provide expert consultation to executive staff, legislative liaison and other staff to determine best design approach, budget factors and formats. Consult with printers for press checks, proofs, paper stock, ink, folds, die cuts, embossing, binding, etc. Maintain agency photos. Budget, account and file management. Computer maintenance and upgrades. Diversity Task Force member, lead artist for the City of Olympia *Salmon Run Public Art Display*, Information Board Program liaison and design of the special license plate for D.O.L. Consult with park

staff regarding art direction, presentation, photo shoots and interpretive display. Fulfilling the Boating Programs graphic design needs (ie. 2015 Seattle Boat Show banners, ads, floor decals, maps, etc.) and Interpretive Services Program graphic designs for Bottle Beach State Park's solar panel interpretive signs, Dry Falls State Park Interpretive Center panel designs, layout and printing execution of all graphic design projects in collaboration with agency staff.

The News Tribune Newspaper • Marketing Graphic Designer

(12.00 to 07.01) Tacoma, WA

Overview: Graphic designer for marketing publications and advertisements, including rate sheet package, bookmarks, partnership projects and internal displays. Press production, press checks, proofs, paper stock selection, ink, folds, binding, etc. Print and web designs for general and special marketing sections. Purchasing, lighting, display and art direction for product photo shoots. Illustration for the Festival of Trees and the Sound to Narrows Race events, including logo, T-shirts, entry forms, advertisements and other specialty products.

The Olympian Newspaper • Graphic Designer

(09.97 to 12.00) Olympia, WA

Overview: Graphic designer and key member of production team. Scanning of transparencies, negatives and other photography, design of special section covers including the Career Expo 2000. Pagination, press and negative proofing and approval. Design, custom illustration, consultation, art display and face painting for events.

Indian Country Today Newspaper • Graphic Designer

(06.97 to 09.07) Lacey, WA

Overview: Graphic designer for the Northwest Region of the national newspaper based in North Dakota. Photographer, illustrator, writer, advertising sales and distribution.

Olympia Frame Makers • Custom Framer, Art Sales and Photo Restoration

(01.96 to 01.97) Olympia, WA

Overview: Fine art sales, color consultation, graphic services for printing, murals and restoration.

TECHNICAL PROFICIENCY

Operating systems: Macintosh and PC platforms

Software: Expert/Senior level knowledge of Adobe Products including Creative Suite 6, InDesign, Illustrator, Photoshop, Acrobat Professional, QuarkXPress, PageMaker, Freehand, Microsoft Outlook, Microsoft Office (Outlook, Excel, PowerPoint and Word), SquareSpace and all current web browsers. Moderate use of Image Ready, GoLive, DreamWeaver, Flash and HTML web applications.

EDUCATION

The Art Institute of Seattle

Associate of applied arts degree in Visual Communication

(09.96 to 08.98) Seattle, WA

Bellevue Community College

Graphic design, illustration and basic courses completed and transferred to A.I.S.

(09.95 to 09.96) Bellevue, WA

SPECIAL TRAINING IN WASHINGTON STATE GOVERNMENT

Personal service contracts, Writing documents in plain talk, DreamWeaver, HTML, InDesign, Writing policies and procedures, Presentation skills, Designing effective training programs, Entry to management development core/phase II, Sexual harassment awareness and prevention, Understanding diverse workforce, Violence in the workplace, C.P.R., Ethics law, Ethical standards, Defensive driving course, First Aid, PowerPoint and other optional or required WA State Parks and Recreation Commission trainings.

Washington State Parks and Recreation Commission Awards

Certificate of Appreciation and Gold Star Awards "Centennial 2013" and

"Lewis and Clark" branding and display projects

(10.05) Olympia, WA

Core Skills:

1. Project Management - Strong time management, organizational skills and consistent communication while working independently and in a team environment.
2. Authentic Creativity - Ability to design fresh, authentic products in alignment with existing company brands and development of new brands.
3. Client Relations - Enjoyment in setting a professional and comfortable relationship with the client and team where creativity can flow easily and feedback is welcome.