

ALLISON CAROLA

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PROFILE

A dedicated and motivated design project manager who is seeking continuous growth and new opportunities in the digital design and marketing world.

SKILLS & QUALIFICATIONS

Management Skills
Collaborative Teamwork Skills
Critical Thinking
Problem-solving Skills
Leadership Experience
Computer Proficiency
Strategic Planning
Organizational Skills
Administrative Skills
Customer Service Skills
Adaptability

EDUCATION

MONMOUTH UNIVERSITY | *West Long Branch, New Jersey*
BFA in Graphic and Interactive Design | May 2018
Monmouth University Division 1 Bowling Team

SOFTWARE

AiM: Work Management Program
AERES
Adobe Creative Suite
Autodesk: Maya
Corebridge: Accounts, billing, and proofing program
Flexi: Signage Building Software
FM: Interact: NCSU internal floorplan software
Microsoft Suite: Excel, Powerpoint, Word
REVU: Bluebeam
Smartsheet

EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY | MAY 2023 - PRESENT | *Raleigh, North Carolina*

Interior and Signage Planner - Facilities Division

- Manage interior and exterior signage requests for campus
- Manage signage requests for Donor Advancement
- Create sign schedules, design packages, and installation maps for in-house clients/stakeholders
- Work directly with the campus sign shop and other outside vendors to ensure the fabrication and installation of signage
- Manage room numbering, and graphic design planning and studies around campus.
- Work with contracted designers/vendors from selection through completion of design
- Work with consultants and in-house project managers from beginning to completion of the final documents.
- Work directly with campus clients/stakeholders on interior space, signage, and graphics planning from conception to completion

DESIGN ELEMENT OF NORTH CAROLINA | JUNE 2020 TO MAY 2023 |

Office Manager - May 2021 - May 2023

- Manage Accounts Payable and Accounts Receivable
- Manage employee schedule and PTO
- Assist with overseeing installation schedule
- Assist with shipping and receiving
- Create and track purchase orders
- Oversee and submit payroll
- Process and pay bills
- Reconcile bank and credit card accounts
- Assistant to the owner of the company
- Train and advise new employees
- Assist in production, sales, and design

Sales & Design Representative - June 2020 to May 2021

- Manage projects from start to finish
- Assist in handling direct customer requests via phone, email and walk-ins
- Manage major accounts
- Create designs on rigid material such as banners, braille signage, LED signs, logos, flyers, vehicle wraps, etc.
- Meet and work with clients such as local colleges, construction companies, real estate, restaurants, etc.
- Attend site survey at client's location
- Trained and advised new employee

FASTSIGNS | MAY 2018 TO MAY 2020 | *Saratoga Springs, New York* | *Academic Internship - May 2017 to September 2017*

Design & Production Specialist

- Manage projects from start to finish
- Create designs on rigid material such as banners, braille signage, LED signs, logos, flyers, vehicle wraps, etc.
- Meet and work with clients such as local hospitals, colleges, construction companies, real estate, restaurants, etc.

- Share customer service responsibilities on major accounts
- Involved with the final production and installation of the projects assigned
- Attend site survey at client's location
- Trained and advised graphic design student intern