

# Katie R. Matteo

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## Experience

### Senior Graphic Designer

September 2011–present • *Burns Marketing* • Johnstown and Denver, Colorado  
Develop identity systems. Grow and develop brands through business papers, ads, websites, landing pages, emails, and trade show and event collateral. Oversee freelancers. Clients include *Hewlett Packard, Vail Resorts, Datalink, Graebel, Lifesize, MGMA, and Comcast Wholesale.*

### Chairman, President, Vice President, Sponsorship Chair, Secretary, Marketing

August 2008–present • *Art Directors Club of Denver* • Denver, Colorado  
Serve on executive board. Manage volunteers and organize events including the Paper Fashion Show.

### Freelance Designer and Marketer

March 2005–present • Steamboat Springs, Denver, and Fort Collins, Colorado  
Design business identities, forms, websites, and ads. Edit photos. Conduct marketing analyses. Clients include *Luscious Nectar, Center Partners, Edgemont Condominiums, and Colorado State University.*

### Graphic Designer

February 2011–September 2011 • *CB Richard Ellis (CBRE)* • Denver, Colorado  
Adapt brand templates or design custom brochures, fliers, proposals, offering memorandum books, websites, emails, and presentations for high-end Investment, Retail, and Land teams. Photograph properties when needed. Implementation/beta team for in-house web dashboard. Clients include *Hines* and *ING Clarion.*

### Art Director Intern

June 2010–August 2010 • *The Integer Group* • Lakewood, Colorado  
Concept and design point of sale campaigns, packaging, and marketing materials. Clients include *Kellogg's, Microsoft Xbox 360 Kinect, Miller Lite, Integer, and American Transplant Foundation.*

### Design Intern and Web Programmer

November 2009–April 2010 • *Definite Productions* • Fort Collins, Colorado  
Concept and storyboard; multimedia graphic and typography design; Flash and Action Script 3.0 coding.

### Graphic Design Intern

May 2009–August 2009 • *Mjach Designs* • Baltimore, Maryland  
Design logos, identity systems, and specialty marketing materials; assemble marketing kits; layout internal proposals and bid portfolio. Clients include *Maryland Clean Energy Center* and *Maryland Transit Administration.*

### Graphic Design Intern

May 2007–August 2007 • *Steamboat Pilot & Today Newspaper* • Steamboat Springs, Colorado  
Design and edit advertisements for seven local newspapers and magazines; work with sales representatives to ensure client satisfaction. Clients include *RE/MAX, Prudential, The Egg & I, and ACE Hardware.*

## Software

**PC & Mac** • Adobe InDesign, Illustrator, Photoshop, Flash; Sketch; HTML; WordPress; Microsoft Office Suite

## Memberships & Honors

**Member, board member** • 2008–present • *Art Directors Club of Denver*

**Member** • 2010–present • *AIGA*

**B2 Excellence Award: Trade Show** • 2015 • *Business Marketing Association*

**Bronze Peak Award: Trade Show** • 2015 • *Colorado American Marketing Association*

**Gold Award** • 2005 • *Girl Scouts of the USA* • Lifetime member

## Education

**Master of Management Practice** • Marketing emphasis • December 2010 • *Colorado State University*

**Bachelor of Fine Art** • Graphic design concentration, business administration minor •

December 2009 • *Colorado State University* • Cum Laude

Graphic design study abroad program in Italy; basic Spanish and Italian verbal/written skills