

CLARA HUGHES

Web & Graphic Designer



Potential Employer
City, ST USA

June 29, 2022

DEAR HIRING MANAGER,

I am looking to become a part of a company that will facilitate my growth, utilize my leadership, and allow me to contribute to a team by sharing my experiences. After researching your innovative company, it is obvious that we would complement and grow together, providing a new perspective to your organization and myself. I have design experience that has promoted website interest and led branding identities and Client interest in products or services provided.

I have been a part of over 50 website launches for clients. With each launch, I take time to get to know clients to learn their priorities and goals to provide better service. Because of this tactic, I have maintained positive and trusting relationships both with external clients and internal team members to meet timelines and goals.

Currently I work remotely for Clinical Site Services LLC and their three subsidiary companies, CSSi, CSSi LifeSciences and Nexus Informatics. They are based in the Baltimore, MD area and work on projects world-wide. Though fully vaccinated, I would like to continue working remotely with your company. In my current position, I have worked with team members local to the home office in Maryland, throughout the US, and to global members in India and the UK.

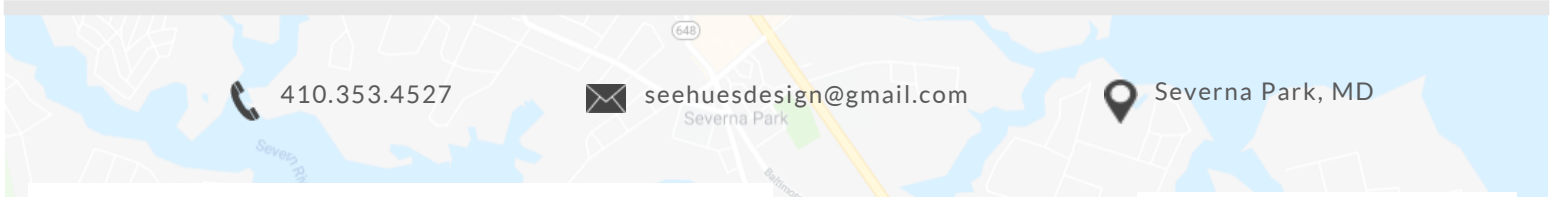
I am available at any time to schedule an interview or answer any additional questions you may have. Thank you in advance for the time taken to review this application to work with your team.

SINCERELY,

Clara Hughes

CLARA HUGHES

Web & Graphic Designer



WORK EXPERIENCE

CREATIVE DIRECTOR: Web and Graphics Design

Clinical Consulting Services, LLC | Linthicum, MD | 2013 – Present

Professional Web Designer/Graphic Designer dedicating 8 of my 20 years of design experience to supporting CSSi's pharmaceutical and health care industries.

- Experienced designing website layouts which incorporate both User Interface and User Experience (UI/UX), then transitioning comps into coded websites that are responsive and meet accessibility standards of World Wide Web
- Coordinating with the IT Department to make sure that frontend design, UI, and UX of all websites and study screeners maintain design esthetics and remain compatible with all devices
- Working in a lead position withing the design department, my strengths include working with team members to develop innovative non-traditional and traditional presentations and branded projects for clients
- As a Web Designer I take pride in my ability to design well thought out comps which I can easily transition into beautifully coded websites that function esthetically on all devices
- As a Graphic Designer I am responsible for the art direction of a variety of materials such as logos, brochures, direct mail, newsletters, posters, and exhibit layout and printing with a focus on simplicity and consistency that are results oriented
- Design goals are to support Marketing, Project Managers, and Sales with graphic materials that help conceptualizing design communication goals for clients, while meeting projected timelines, and supporting project branding or winning proposals presentations
- Working with team members to create an exchange of information, shared tasks, brainstorm meetings, group critique in a positive manner, and an overall positive attitude within the Graphic Department
- Managing project related paperwork, and communicating the status of these projects to Project Managers, General Managers, Graphics Team, and clients
- Working with staff and printers to create marketing communications
- Contributing to project kick-off meetings and promoting weekly status updates.
- Develop design strategies that convey strong institutional identity and are effective in recruiting and retaining study patients within recruitment studies

FREELANCE DESIGNER: Web and Graphics Design

See Hues Design | Severna Park, MD | 2000 – Present

Professional Web Designer/Graphic Designer with over 20 years in the industry working directly with design professionals.

- Responsible for designing responsive website layouts which incorporate both UI/UX

EXPERTISE

Web Design

Graphic Design

User Interface/User Experience Team Management

IT Screener Management

Training

Graphics Department Communication

SKILLS

Technical

Adobe Creative Cloud

InDesign

PhotoShop

Illustrator

Dreamweaver

Acrobat Pro

Coding

HTML

CSS

JavaScript

Microsoft Office 365

PowerPoint

Word


Excel

WordPress


Quicken and QuickBooks

Constant Contact

CH

 410.353.4527

 seehuesdesign@gmail.com

 Severna Park, MD

WORK EXPERIENCE

INTERIM SENIOR GRAPHIC DESIGNER: Contracted Designer

Tray Inc | Glen Burnie, MD | 2003 – 2015

Contracted freelance designer for this 60+ employee printing company, often filling key positions including Art Director and Senior Graphic Designer during staffing transitions.

- Responsibilities included handling conception pieces and all production art for the entire sales department, preparing brochures, calendars, booklets, and art files for print and direct mailings
- Tracking time for jobs and presenting new designs for sales presentations
- Worked in Tray Inc.'s Ecommerce department as a consultant I have converted online orders into print ready art, tracked production time and provided quality control to ensure sales orders were fulfilled and updates to client websites to reflect new products

BILLING SPECIALIST

Correct Rx Pharmacy Services | Linthicum, MD | 2008 – 2010

Worked as a billing specialist, in third party insurance submittals and billing for Correct Rx. Responsibilities include entering billable and payments company wide. Additionally, responsibilities include third party insurance submittals and invoicing for contracted Correctional Facilities.

- Proficient with Quicken and QuickBooks, and reporting requirements for facilities
- Wrote training manuals on the internal reporting process
- Trained staff on reporting processes and other systems/databases reporting software

EDUCATION

B.F.A. Sculpture / 1980 - 1985

Kansas City Art Institute

Minors: Speech Communication, Marketing, Spanish

REFERENCES

ANNE KUSTNER HASER

AKLD Lighting Design
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ROBERT KLEIN, Esquire

WLEK Attorneys At Law
410.263.5900
rdk@wlekn.com

BRAD ZELL

Vision4ce.net
410.336.4272
brad.zell@tamglade.com

SAVON THAMAVONG

UI/UX Designer
410.905.3672
savontham@gmail.com

SKILLS

Personal

Organization
Sharp attention to detail
Communication
Prioritization
Ability to quickly learn

PORTFOLIO

AKLD Lighting Design (AKLD)

2018 design, coding, and support
Redesign coming soon!
<https://www.akld.net>

Vision4ce

2020 design, coding, and support
<https://vision4ce.net>

Wharton Levin Ehrmantraut & Klein Attorneys At Law

2009 design, coding, and support
2019 re-design, coding, and support
<https://www.wlekn.com>

Clinical Site Services / CSSi

2000 design, coding, and support
<https://cssienroll.com>

Actively involved in most of the Creative Portfolio print and web piece found in the dropdown menu
[Our Company > Our Experience](#)

CSSi LifeSciences

2001 design, coding, and support
<https://cssilifesciences.com>



[www.linkedin.com/
in/clara-hues](http://www.linkedin.com/in/clara-hues)