

LISA NEILY

graphic designer



902 430 7997
lisa@lisaneily.com

www.lisaneily.com

PROFILE

Deadline-driven Graphic Designer recognized for unique and quality design work with 20 years' experience in the graphic design and pre-press field. Notable expertise in digital multi-page document layout, formatting and design for print and web. Industry-leading work across sectors and disciplines with impeccable accuracy and project management, strictly adhering to all pre-press specifications. Excellent team player and collaborator.

TECHNICAL SKILLS



ADOBE CREATIVE CLOUD: Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, Premiere



OPERATING SYSTEMS: Windows and Mac OS environments



MICROSOFT OFFICE: Word, Outlook, Powerpoint, Outlook, Excel



SOCIAL MEDIA: Facebook, Instagram, Twitter, LinkedIn, Tumblr



PHOTOGRAPHY: Digital photography, scanning, photo editing, videography



PRODUCTION: Preparation of files for press, over five years working in a prepress/printing environment



WEB: HTML, WordPress, Drupal, Wix, CSS

WORK EXPERIENCE

2017 – Present

Full-time Freelance Graphic Designer

Deliver professional graphic design services for various organizations, some of whom work on a national or international scale. One of the largest of these, CIVIX, is a national organization that creates and coordinates **Student Vote** programs in elementary and secondary schools throughout Canada and has expanded their program into South America. I am responsible for designing and formatting their print and web curriculum resources in both official languages, as well as poster designs, flyers, website mock-ups, cover art, and infographics

Current organizations include:

- [Legal Information Society of Nova Scotia](#)
- [CIVIX](#) (federal, provincial/territorial and municipal elections across Canada)
- [Courts of Nova Scotia](#) (Executive Office of the Nova Scotia Judiciary)
- [Schulich School of Law at Dalhousie University](#)
- [Elizabeth Fry Society of Mainland Nova Scotia](#)
- [Law Foundation of Nova Scotia](#)
- [Canadian Superior Courts Judges Association](#)
- [Nova Scotia Barristers' Society](#)
- [Independent Financial Brokers of Canada](#)
- [Willowbrae Academy Childcare Corporate](#)
- [Westgate Executive Branding and Career Consulting](#)
- [The Voice, Youth In Care Newsletter project](#)
- [Edge Career Solutions](#)

2004 – 2017

Web & Publications Administrator, Nova Scotia Barristers' Society, Halifax, NS

- Responsible for the graphic design, layout and photography for various Society publications including a full colour magazine for the membership and legal community (*The Society Record*) as well as brochures, stationery, annual reports, posters and other branded materials under tight deadlines.
- Compilation of bi-weekly e-newsletter, *InForum*, a communications tool used to update membership with relevant information and events pertaining to the profession, and emailed to the membership.
- Development of Society brand guidelines
- Updating and maintaining Society's website as well as developing the look and design of the site in coordination with senior management and web developers.
- Print sourcing, preparing files for press, advertising.
- Co-pilot and planning team member for the "UnCommon Law" initiative, an event designed to bring about open dialogue between youth and lawyers in a non-intimidating and change-making way. This project led to our creation of the current and ongoing "#TalkJustice" project, a public engagement strategy on access to justice.

2003 – 2007

Instructor (*part-time evenings*), Nova Scotia Community College, Halifax, NS (*Web Design 1 – HTML; Digital Page Layout 1*)

- Developing and preparing curriculum for adult continuing education course in beginner level web design, followed by a course in digital page layout using Adobe InDesign
- Instructing up to 20 students, one evening per week.
- Marking, correcting and providing feedback and assistance to students.

1999 – 2004

Graphic Designer/Pre-Press Specialist/Customer Service, Allegra Print & Imaging, Halifax, NS

- Design of various customer-ordered print materials under tight deadlines. Projects varied from annual reports and brochures to stationery and posters.
- Preparation of files for print, digital printing, managing customer files and supplies
- Sales, preparing quotes, corresponding with customers, cash transactions, opening/closing procedures.
- Use of various print machinery including Fiery RIP for digital print production, hydraulic cutter, copiers, plate maker, and bindery equipment.

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TESTIMONIALS

“Through her many years of employment at the Society, Lisa demonstrated strengths including strong interpersonal and communication skills, both written and verbal. Lisa is a strong team player, providing an excellent level of design creativity and support to various teams. Lisa was consistently required to manage a large number of projects simultaneously with varying deadlines and requirements. With these projects Lisa was able to successfully communicate with those involved to provide updates and seek input when required to meet requirements.”

Darrel Pink, Executive Director, Nova Scotia Barristers' Society

“Lisa consistently impresses me with her ability to take simple directions and translate those into beautiful finished products. No matter the size of the project, she devotes the same energy and professionalism into the work. She is incredibly patient and responsive, making sure that every last detail is addressed.”

Jennifer Stairs, Communications Director for the Nova Scotia Judiciary

“Dependable and reliable, we can always count on Lisa to take on any project — especially those with challenging timelines and quick turnarounds. Lisa’s work on our printed resources, posters, flyers, websites and other materials shared with thousands of schools across the country have received nothing but compliments — and have helped to engage hundreds of thousands of students.”

Dan Allan, Director of Content, CIVIX

FORMAL EDUCATION

1997 – 1999

NSCC Annapolis Valley Campus, Middleton, NS

- Graphic Design program
- Applied Communications Arts program

1995 – 1996

Atlantic Broadcasting & Media Institute, Halifax, NS

- Broadcasting, journalism and video program

1993

Bridgetown Regional High School, Bridgetown, NS

- Grade XII, academic honours

PROFESSIONAL DEVELOPMENT & TRAINING

- **Mitigating Unconscious Bias, NSBS Professional Development** (facilitated by Laraine Kaminsky) – May 2017
- **Cultural Competence NSBS Professional Development** (facilitated by Robert Wright) – Halifax, NS, January 2016
- **Drupal 2-day training workshop** – New York, NY, March 2014
- **Photoshop World Conference, National Association of Photoshop Professionals** – Las Vegas, NV, September 2011
- **InDesign Workshop, Mogo Media** – New York, NY, November 2010
- **Photoshop World Conference, National Association of Photoshop Professionals** – Orlando, FL, March 2010
- **Dealing with Difficult Clients, NSBS Continuing Professional Development** – Halifax, NS, 2010
- **Lighting for Digital Photography, NSCAD University Continuing Education** – Halifax, NS, 2008
- **PHP Level 1, Dalhousie University Continuing Education** – Halifax, NS, 2008
- **Adobe InDesign Seminar, National Association of Photoshop Professionals** – New York, NY, 2007
- **MS Access, Nova Scotia Community College** – Halifax, NS, 2003

SELECTED VOLUNTEER EXPERIENCE

Jeff Shearer, solo musician

- CD design, layout, photography, photo editing (2018)

East Coast Prison Justice Society

- Poster design (2017, 2018)

Alice Housing

- Design of poster for “Merry Christmas, Alice!” (2014)

Bide Awhile Animal Shelter

- Design for 2011, 2012, 2013 fundraising calendar
- Chosen as Volunteer of the Year in 2013
- Layout of the bi-annual newsletter (2007–2013)
- Member of the Pet Photo Challenge Committee where I managed electronic photo entries for the annual calendar campaign (2006–2010)

Legal Information Society of Nova Scotia

- Creation of legal resources brochure (2009)
- Updating public information materials for Divorce Kit (2006)

To view an online portfolio of a selection of my work, and for client testimonials, please visit www.lisaneily.com.