



**DANA MOSTAD**

1964 Commonwealth Blvd., Unit 7 | Chanhassen, MN 55317  
(952) 649-7178 | danamostad@gmail.com

May 7, 2015

Corporate Management Group

Re: Application for Marketing Specialist Position

Dear Hiring Manager,

I am writing to express my interest in your posting for a marketing specialist. Please accept my resume for your consideration. I am currently working for Bolton & Menk, Inc., as an in-house graphic designer in the marketing group. With over five years experience in graphic design, I am confident my knowledge and skills will be a valuable asset.

I enjoy graphic design because it is artistic problem solving, and I benefit from expanding the technical knowledge of everything design related. My experience as an in-house graphic designer has allowed me the opportunity to collaborate on a multitude of projects for clients both internal and external. I have experience managing multiple projects simultaneously and prioritizing projects to meet critical deadlines.

With my expertise in Adobe Creative Suite, I have developed several templates for brochures, proposals and mailings in order to streamline the production process and maintain a consistent aesthetic that follows brand guidelines. I design and maintain the company website, as well as, websites for clients. As a member of the marketing department, I also create information graphics, tradeshow displays, maps and various proposal graphics to assist marketing efforts. As a skilled photographer, I have been called upon to take original photos that I then incorporate into a variety of projects.

I am a dedicated, loyal, detail-oriented and collaborative person who enjoys making a difference by creating effective communications through visual problem solving. I have a reputation for being a fast learner who is adaptive to the needs of any business. Should you have any questions, I may be reached through the contact information listed above. Thank you for taking the time to review my resume. I look forward to scheduling an interview at your earliest convenience and discussing how I would apply my design skills to benefit your organization.

Best Regards,

Dana Mostad

Attachments: Resume



## DANA MOSTAD

1964 Commonwealth Blvd., Unit 7 | Chanhassen, MN 55317  
(952) 649-7178 | danamostad@gmail.com

*I am a dedicated, loyal, detail-oriented and collaborative person who enjoys making a difference by creating effective communications through visual problem solving.*

## EXPERIENCE

---

### Bolton & Menk, Inc. | Associate Graphic Designer

May 2011 - Present | Mankato, MN

Use Adobe Creative Suite to design brochures, ads, proposals, display boards, tradeshow displays, posters, issues maps, information graphics, promotional items, etc. Design and maintain company website. Manage company intranet. Design logos and branding for various projects. Design, build and maintain client websites. Take photos and incorporate them into marketing materials. Give instruction and assist marketing staff with Adobe Creative Suite programs. Manage the operation of a large-format inkjet printer.

### Bolton & Menk, Inc. | Graphic Design Intern

Nov. 2009-May 2011 | Mankato, MN

Design layouts for brochures, ads, display boards, tradeshow displays, issues maps, etc. Maintain company website.

### Minnesota State University Mankato | Parking Enforcement Officer

Sept. 2008-Nov. 2009 | Mankato, MN

Enforce parking regulations set by the university. Provide parking information to students, staff and visitors. Assist supervisors with jump starts and vehicle unlocks.

### Old Navy | Customer Service Associate

Nov. 2004-Sept. 2008 | Eden Prairie, MN

Provide customer service, cashier and maintain product displays. Assist with shipping, receiving, stocking and pricing. Rearrange store fixtures to match brand guidelines. Help clean and maintain store.

## EDUCATION

---

### Minnesota State University, Mankato

2006-2011 | Mankato, MN

Graduated Cum Laude, Bachelor of Fine Arts degree, Graphic Design

Cumulative GPA 3.32, Major GPA 3.65

Member of Lambda Chi Alpha

## SKILLS

---

Adobe InDesign, Illustrator, Photoshop, Dreamweaver, Acrobat Pro and Bridge. HTML, CSS, Javascript, Mac/PC operating systems, Microsoft Office Suite, Extensis Suitcase Fusion

## ACCOMPLISHMENTS

---

Awarded the Lynda Jacobsen Art Scholarship 2009-2010

Dean's List Spring 2008, Fall 2009, Spring 2010

## INTERESTS

---

I enjoy the craft and technique of activities such as photography, watercolor painting, fly fishing, cooking, golf and bowling.