

**Theresa Anne Brock**  
*theresabrock@me.com*  
 Mobile: 206-669-8152

Creative, professional graphic designer recognized for process management and communication skills with the ability to collect, organize, and analyze data in the preparation of corporate communications, web design, print graphics and executive presentations. Proven experience demonstrating good design across print and on line deliverables that utilizes graphic arts expertise to deliver award-winning products in a dynamic environment while collaborating in a team environment or as an individual contributor.

## TECHNICAL SKILLS

- Hardware/Business software: PC and Mac platforms, Microsoft Office, Outlook, Share Point, Word, Excel, Power Point
- Design software: Adobe Creative Suite (Illustrator, Photoshop, InDesign, Acrobat)
- Project management: ability to work independently or collaboratively as needed to meet schedules and deliver projects
- Communication: building and maintaining positive long-term relationships while teaming with co-workers
- Organizational skills: attention to detail, able to prioritize multiple tasks simultaneously, maintain relationships with business partners, third-party vendors, and internal departments
- Specialized communication skills: graphic design solutions for web and print content and current branding standards
- Strong interpersonal skills: ability to communicate information to internal and external customers (technical and non-technical)
- Problem solving: ability to identify and resolve issues independently in a rapidly changing environment while taking the initiative in various circumstances
- Accountability and sound personal judgment with the capacity to handle confidential information and solve issues effectively
- Consistent use of Associated Press (AP) and style guides

## WORK EXPERIENCE

**Terry Brock Design**  
 Freelance Graphic Design  
 Kirkland, Washington  
 April 2015 – present

Design and development of logos for business cards and collateral print materials for small businesses in the Puget Sound area on a freelance basis. Clients include T&T Fish LLC of Mount Vernon, WA and Kathryn Brock Interior Design located in Edmonds, WA.

### Sur La Table

Kitchenware and culinary store, Kirkland, Washington

October 2018 – present

Title: Sales Associate (part-time)

- Providing customer service for assistance with product information, location, pricing, and availability
- Following all Sur La Table policies and standard operating procedures while providing exceptional communication skills with employees, customers and store management team.
- Producing internal store signage and visual merchandise displays per corporate creative direction.

### The Boeing Company

Information Technology Infrastructure (ITI) Communications, Bellevue Washington

April 2012 – April 2015

Title: Process Analyst 3 for Puget Sound IT Communications group

- Provided graphic design support, development, and production for external and internal IT communications, email campaigns and brand materials, IT corporate meetings and internal corporate Power Point presentations, updates for internal IT Boeing websites
- Teamed with the ITI Content Management System (CMS) administrators to provide monthly reports for ITI leadership
- Ensured that ITI web focals had access to emerging standards, Boeing brand guidelines and templates to establish compliance.
- Provided consultation on communication and Web requirements and cross-organization information sharing
- Served as Records Information Management (RIM) representative for the IT Program Management teams
- Safety Monitor and focal for the Automated External Defibrillator (AED) and Voluntary Disaster Responder (VDR)



WORK  
EXPERIENCE

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**The Boeing Company**

Creative & Information Services, Shared Services Group, Renton and Bellevue sites, Washington, USA

February 1996 – April 2012

Title: Graphic Artist

- Production of Boeing Proprietary and Confidential Power Point presentations, print materials, displays, and meeting materials
- Support for commercial, defense, and information technology business partners
- Lead project team meetings for requirements, schedules and deliverables
- Coordinated with a range of service subcontractors for print and promotional materials
- Developed and maintained executive level presentations for a variety of audiences
- Worked in a team environment that included printers, copywriters, photographers, other graphic designers, account executives, website designers and marketing specialists
- Recognized for design skills, meeting deadlines, implementing quality initiatives and reducing costs
- Event planning for off sites and customer meetings
- Adjusted project plans to incorporate new requirements and update schedules
- Managed multiple internal customer relations – Commercial Airplane Services (CAS), 787 Supplier Management, Boeing Commercial Airplanes (BCA), Boeing Defense Systems (BDS), Shared Services Group Finance
- Coordinated change management for versions of product configuration



PROJECTS

- Conference presentations and handout materials for the Annual Boeing Technology Alliance and Mergers and Acquisitions offsite meeting, October 2011
- Cyber security capabilities presentations and white papers used during international business development activities (e.g., UK Ministry of Defence and Saudi Airlines), 2011
- Presentations for the China Civil Aviation Modernization Symposium, Beijing, China, July 2009
- Presentations and meeting materials, Information Security Forum, 2001–2011
- Data analysis and metrics for Commercial Airline Services (CAS) strategic planning, 2011



EDUCATION

- Web Design Certificate, Bellevue College
- Commercial Art, The Burnley School, Seattle Washington
- Adobe Photoshop, InDesign, Acrobat, and CS5, Adobe Systems Training
- Adobe Photoshop and Illustrator, Photobition Seattle
- Microsoft Power Point Live Presentation Summit, San Diego, California