

# BLAIR LEBLANC

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## JUNIOR GRAPHIC DESIGNER

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### CONTACT

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404-245-6148

blairleblancstudio@gmail.com

### SKILLS

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Graphic Design

Hospitality

Communications

Microsoft Office

Adobe Creative Suite

Hubspot (CRM)

### EDUCATION

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ART PAPERS

**2017**

Social Media Intern

### PROFILE

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Enthusiastic designer with specialized knowledge of the creative field looking for a full time permanent Designer role with the opportunity for growth.

### EXPERIENCE

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Design Fellow, A Junior VC

**August 2023 – Present**

Develop compelling creative for digital content that drives subscriber acquisition. Assist in creating deliverables, developing brand identity, and strategy with team of designers. Execution of visual designs for a range of marketing materials

Operations and Communications Coordinator, NARS

**July 2023 – August 2023**

Managed the social media, website and visual materials for events and exhibitions. Liaised communications between the public, artists in residence, Executive Director and Program Manager. Oversaw the daily facility operations including being a resource for visitors, opening/closing the space, exhibition install/deinstall

Atelier Coordinator, David Alan Jewelry

**November 2022 – February 2023**

First point of contact; welcomed guests and clients, fielding calls, emails and in-person questions. Oversaw studio's invoicing in QuickBooks. Created and implemented standard operating procedures, wrote studio handbook. Led operations staff meetings

Barista, Blue Bottle

**April 2022 – November 2022**

Liaised scheduling between staff and upper management, improved workflow, created informative documents. Provided excellent hospitality to first time guests and built a returning customer base. Processed a high volume of orders in an efficient manner while maintaining quality and care