

## CONTACT

Duncanville, TX

1 (214) 543-1493

troicluse@gmail.com

LinkedIn.com/in/troi-cluse

cluseinkstudio.wordpress.com

## EXPERTISE

- + Print Design/Production
- + Brand Management
- + Social Media Management
- + Logo Design
- + Creative Concepts
- + Time Management

### INTERESTS

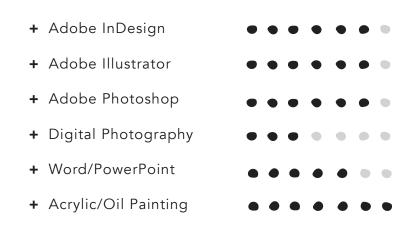
- + Traveling
- + Acrylic/Oil Painting
- + Short Films
- + Indie Video Games

# TROI J. CLUSE

## GRAPHIC DESIGN + BRANDING

Experienced Arts and Design professional with a Bachelor's degree focused in Arts and Technology from The University of Texas at Dallas. Strong work ethic, team-player attitude and positive spirit. Skilled in Brand Management, Logo Design, Print Design, Microsoft Word/PowerPoint, Marketing, and Social Media Management. Willing to Relocate.

## SKILLS



## EXPERIENCE

#### Administrative Assistant to the City Secretary & Marketing Specialist The City of Balch Springs (2015-Present)

Balch Springs, TX

- + Administrative Assistance: Scheduled Meetings, Customer Services, Email Management, Record Keeping, File Management, Proof-reading, PowerPoint Presentations, Phone Calls, Errands)
- + Website Management
- + Social Media Management/Advertising

- + Event Planning
- + Magazine Ad/Billboard Design

## HONORS

2019 NUSA Neighborhood Newsletter Competition

The City of Balch Springs Community Newsletter won 1st Place in the Printed format Category. Issued by Neighborhoods USA (NUSA) of May 2019

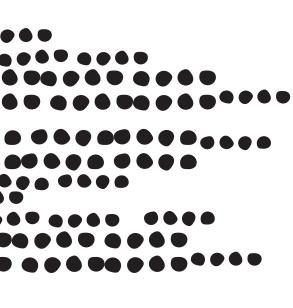
## EDUCATION

#### Bachelor's Degree:

**Arts & Technology** The University of Texas at Dallas (2009-2014) Richardson, TX

## Small Unmanned Aircraft

**(Drone) Pilot License** Federal Aviation Association (FAA) Part 107 Test - 2 Year License



- + Logo/T-Shirt Design
- + Brand Management
- + Newsletter Editor/Designer
- + Print Design & Print Production
- + Communicate with outsourced printing companies to format advertisements and print designs.
- + Brainstorm with Marketing team and departments to create design concepts and print materials
- + Create & Archive Design Templates
- + Development, Ceremonies and Events Photography

#### **Painting Instructor**

Painting with A Twist (2018-Present) Cedar Hill, TX

- + Acrylic Painting
- + Reservation Management
- + Pre-paint & Pre-Sketch preparation
- + Instruct Class on how to complete Paintings
- + Entertaining and Interacting with attendees
- + Advertise upcoming and completed classes

## REFERENCES

**Karen Callahan** MailPro USA (Arlington, TX) Ph: (817) 633-1717

**Bianca Redmond** The City of Balch Springs (Balch Springs, TX) Ph: (972) 286-4477 ext:131

**Santosha Pratt** The City of Balch Springs (Balch Springs, TX) Ph: (972) 286-4477 ext:125