



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.

CONTACT

Duncanville, TX

1 (214) 543-1493

troicluse@gmail.com

[LinkedIn.com/in/troi-cluse](https://www.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

SKILLS

- + Adobe InDesign ● ● ● ● ● ● ●
- + Adobe Illustrator ● ● ● ● ● ● ●
- + Adobe Photoshop ● ● ● ● ● ● ●
- + Digital Photography ● ● ● ● ● ● ●
- + Word/PowerPoint ● ● ● ● ● ● ●
- + Acrylic/Oil Painting ● ● ● ● ● ● ●

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

Santoshia Pratt

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

