

Emily Igawa

PROJECT MANAGER



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www.emilyigawa.com

SKILLS

Budgeting ●●●●○

Creative Briefs ●●●●●

Organization ●●●●●

Presentation ●●●●●

Time Management ●●●●○

SOFTWARE

Adobe After Effects ●●●○○

Adobe Illustrator ●●●●●

Adobe InDesign ●●●●●

Adobe Photoshop ●●●●○

Microsoft Excel ●●●●○

Microsoft Word ●●●●●

EDUCATION

Bachelor of Arts in Digital Technology and Culture,
Creative Media & Digital Culture,
Washington State University,
Vancouver, WA. 2014.
Focus in multimedia authoring.

ADDITIONAL EXPERIENCE

Phi Rho Pi Speech and Debate,
American Forensic Association,
2003-2004

National bronze award finalist
in impromptu, extemporaneous,
and informative speaking.

PROFESSIONAL SNAPSHOT

Creative-focused professional with over 10 years of experience in multimedia design across channels, prepress and production workflows, and account management for a national retailer. Organization and research are my super powers.

PROFESSIONAL EXPERIENCE

2021– PRESENT PROJECT MANAGER OF NIKE LIVE ACCOUNT CULMINATE. PORTLAND, OR

- Coordinated design project requests; acted as primary point of contact and intermediary between client stakeholders, designers, and production teams.
- Prepared comprehensive briefs of design-deliverables for internal creative teams.
- Created work back schedules and managed budgets up to \$250,000 for national graphic roll-outs across 25 retail locations.
- Managed the creative and budgeting work of partner vendors to reduce client workload and ensure consistency between design and engineering teams.
- Evaluated all key project deliverables to ensure high level of quality and client acceptance.

2016– 2021 GRAPHIC & PRODUCTION DESIGNER OF NIKE DTC PROJECTS CULMINATE. PORTLAND, OR

- Lead design projects and assigned supporting tasks to fellow designers, mindful of production deadlines.
- Reviewed native design files for accurate file management.

2015– 2016 JUNIOR GRAPHIC DESIGNER OF INTERNAL MARKETING TEAM HAWES FINANCIAL GROUP. VANCOUVER, WA

- Participated in development of marketing plans and creation of supporting graphics.

2013– 2015 MARKETING SPECIALIST FOR COUVAPALOOZA MUSIC FESTIVAL VISTA FINANCIAL PLANNING GROUP, LLC. VANCOUVER, WA

- Coordinated with band managers for event advertisements and creative approval.
- Drafted press releases, social media marketing posts, event style guide, and advertisement packages.

2012– 2014 CONTRACT GRAPHIC DESIGNER AND REGISTRATION LEAD ASSOCIATION OF PACIFIC WEST QUILTERS. TACOMA, WA

- Designed promotional materials for advertisements, bookmarks, brochures, posters, programs, and web.
- Directed team of 30 volunteers and handled all registration aspects of over 6,000 attendees.