



MARY KOSTER  
WWW.HIREMARY.COM

## PROFESSIONAL EXPERIENCE

- Independent Consultant, Rodan + Fields Dermatologists** June 2011–Present  
Entrepreneur specializing in sales and recruitment in the skincare industry providing education and training to customers and new team members. Utilizing social media marketing, network marketing and business development strategies to grow my organization across 10 states thus far.
- Freelance Event Photographer & PR** August 2012–Present  
**Select Clients:** Habitat for Humanity - Frederick Chapter, Chic to Chic Boutique, There Goes my Hero, Must Love Shoes, Taneytown Chamber of Commerce, On Purpose Network for Women, Launch Carroll, CADRE DC, Frederick County Commission for Women, Best Friends Rescue (Strutt your Mutt), MD SPCA.
- Freelance Graphic Designer** January 2006–Present  
**Select Clients & Agencies:** Profiles, Brainstorm Creative, Boss Staffing, Randstad, Armor Group, Think Design, NAIHC, Daniel Creations, Stormcliff Design, Topsy Treats, D2, Amberient, PointWright, Bring it to Fruition, Mjach Designs, and Pro-Bono work for Animal Rescue, Inc. of PA and Pet Rescue of MD.  
Provided graphic design, web, and illustration services for private, corporate, non-profit, and government clients.
- Senior Graphic Designer, BRTRC** Fairfax, VA September 2004–January 2006  
**Major Achievements:**
- Overhauled design team's processes and procedures, streamlining production
  - Enhanced team-building and introduced learning initiatives
  - Maintained ties with senior management and VPs
  - Assisted Art Director in managing team and tracking workflow
- Created and implemented materials for government trade shows. Developed awards for government clients and internal team. Trained junior designers and peers as well as directed and implemented team's first procedural manual.

**Advertising Manager**, Hudson Trail Outfitters Gaithersburg, MD August 1999–August 2004

**Major Achievements:**

- Redesigned company logo and created design standards within a year
- Increased in-house department productivity and output from approximately 40 graphics per season to about 500 per season
- Secured new and expanded co-op partnerships with vendors, netting \$115K in advertising dollars in 2002

Coordinated advertising research, marketing, production, and implementation of graphics solutions for nine retail locations for this outdoor specialty retailer. Managed all aspects of print, web, and retail display advertising including corporate collateral, newspaper and online advertising, consumer e-mails, and point of purchase materials. Performed computer system upgrades and maintenance and made purchase recommendations.

**TECHNICAL SKILLS**

**Senior Level Software:** InDesign, Photoshop, Illustrator, Acrobat  
**Junior Level Software:** HTML, CSS, Dreamweaver, Powerpoint, Microsoft Word, Quark Xpress  
**Other Skills:** Mac & Windows Platforms, Back-up System Operation, Photography, Writing, Editing

**EDUCATION**

<b>B.S. Graphic Design</b>	<b>2007-2009</b>	The Art Institute of Pittsburgh Pittsburgh, PA
	<b>2005–2006</b>	Westwood College Online (Transferred to The Art Institute) Denver, CO
<b>A.A. General Studies</b>	<b>1991–1994</b>	Carroll Community College Westminster, MD

**AWARDS & ORGANIZATIONS**

**Deans List with Honors**

The Art Institute of Pittsburgh, Westwood College, and Carroll Community College

<b>Adobe InDesign User Group</b>	Laurel, MD
<b>B'more Creatives</b>	Women's Design Network, Baltimore, MD
<b>CADRE DC</b>	Washington, D.C.
<b>Heartlink</b>	Westminster, MD
<b>On Purpose Networking for Women</b>	Columbia, MD



**MARY KOSTER**

[WWW.HIREMARY.COM](http://WWW.HIREMARY.COM)