

# SOPHIA TAMILIO

sophiartamilio@gmail.com | (571) 284-0176 | sophiartamilio.com | <https://www.linkedin.com/in/sophiartamilio/> | Manassas, VA

---

## EDUCATION

### **Longwood University—Farmville, VA | August 2017–May 2021**

- Bachelor of Fine Arts degree in Graphic & Animation Design.
- Concentration in Brand, Identity & Media Design.
- Minor in Communication Studies.

## SOFTWARE & TOOLS

- **Mastery in Graphic Design Skills:** Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro, After Effects), Acrobat Pro, PitStop & Canva.
- **Template Optimization & Content Management:** Microsoft Office Suite (Word, PowerPoint, Excel, Outlook), Google Suite (Docs, Slides, Drive, Gmail).
- **Multi-channel Campaign Execution & Collaboration:** Slack, Microsoft Teams, Trello, Dropbox, WeTransfer, Zoom & Skype.
- **Digital Asset Creation:** Wix & WordPress.
- **Technology & Devices:** PC, Mac, iPhone & DSLR cameras.
- **Social Media:** Instagram, Facebook & TikTok.

## WORK EXPERIENCE

### **DMV Restorations Inc.—Manassas, VA**

#### ***Marketing Specialist (Full-time), November 2024–May 2025***

- Designed & optimized corporate Word & Powerpoint templates; ensured alignment & usability across all departments.
- Created design assets for campaigns using Adobe InDesign, Photoshop, Illustrator & Canva.
- Strategized & executed high-impact campaigns with independent & collaborative approaches.
- Served as a brand custodian; confirmed all visual elements adhered to brand policies & company identity while harvesting & investing in fresh ideas.
- Led deadline-driven design projects & coordinated tasks with team members to guarantee timely deliveries.
- Posted & connected with clients on social media & review platforms; crafted thoughtful responses to maintain brand consistency & client satisfaction.

### **Books International, Inc.—Sterling, VA**

#### ***Prepress Technician (Full-time), May 2023–November 2024***

- Composed digital materials using industry-standard software such as Adobe Photoshop, Illustrator & InDesign.
- Utilized expertise in Acrobat Pro, PitStop & imposition software to make file adjustments & met deadlines under pressure.
- Administered quality preflight analyses to ensure files followed brand guidelines, detected printing issues, executed troubleshooting procedures & proactively communicated preflight alerts to the Customer Service Representative.

### **ARTfactory—Manassas, VA**

#### ***Marketing & Graphics Manager (Full-time), August 2022–May 2023***

- Prepared print & motion graphics content; uploaded to social media platforms & WordPress; interacted with customers on Facebook, Instagram & TikTok; distributed ads to public event publishing sites & tracked production timelines.
- Authored newsletters & press releases promoting ARTfactory's theater department, fundraisers, campaigns & comedy series; contributed to event planning, assembly, ordering budgeted supplies & breakdown of several events.

#### ***Marketing Graphics Designer (Part-time-Full-time), February 2022–August 2022***

- Updated & maintained the website, posters, banners, playbills, brochures & 3,000 catalogs.
- Consolidated a calendar for staff to depict marketing activities for campaigns & events for active & upcoming affairs.

#### ***Graphic Designer (Contract), October 2021–August 2022***

- Produced graphics; photographed & edited DSLR publicity photos of Rooftop Productions & Pied Piper Theatre cast members; placed orders & documented transactions, coordinated pickups & delivered products to final destinations.

### **Lee Forrest Consulting—Manassas, VA**

#### ***Freelance Designer (Part-time, Remote), March 2022–October 2022***

- Generated promotional tools such as logos, posters, flyers, illustrations, banners & leave-behinds for a wide range of clients across the U.S. for digital & printing purposes; acted highly motivated & self-driven throughout each project.

- Amplified brand awareness & image for clients by planning strong concepts through effective research; effectively allotted time & applied excellent organizational, spelling & proofreading skills before completing projects.
- Revised details based on commentary from clients & the employer in a timely fashion & packaged final files.

## **Design Lab–Farmville, VA**

### ***Senior Art Director, August 2020–May 2021***

- Managed style guides for clients; formulated client presentations for the design team.
- Expanded eagerness to grow professionally & contributed to the implementation of editorial design for “Our Legacy” magazine for the Moton Museum; 2,000 locations across the country received printed magazines.
- Applied oral & written communication skills that fostered a proactive mindset with team members & clients.

### ***Art Director, August 2019–May 2020***

- Performed as a team player by assisting the Senior Art Director with reviewing team members’ work & provided critiques.
- Submitted preliminary drafts to obtain concept approvals; managed multiple tasks simultaneously.

### ***Junior Designer, January 2019–May 2019***

- Attended client meetings & arranged client needs and goals in highly detailed notes.
- Demonstrated fluency of ideas & became capable of generating creative & strategic concepts; committed to meeting & exceeding service quality standards, focusing on continuous evaluation of customer satisfaction.
- Gained an understanding of how to successfully work independently & as part of a team.