

Anna Thompson

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WORK EXPERIENCE

Paperwhites - A Stationery Boutique | Lolo Lincoln | Knots & Pearls, Cary, NC, Sept. 2012 - Present

Lead Designer & Daily Operations Manager

- Create new wedding stationery products and branding materials for Paperwhites, Lolo Lincoln and Knots & Pearls.
- Developed new proofing techniques that have increased productivity and reduced the numbers of printed errors.
- Photograph products, edit photos, and post them for sale on the websites and Etsy shops, as well as maintain all websites and Etsy shops.
- Typeset and create proofs to be sent to clients. Prepare press sheets and print all types of wedding stationery.
- Manage proofing, printing and production of all orders - as many as 50 orders in our busiest time - making sure that all deadlines are met.
- Correspond with clients through email and phone to help them through the ordering and proofing process.
- Make sure registration and calibration are good for printing and that all printed materials are excellent quality.
- Hire, teach and manage all interns.
- Assisted the owner in the creation and launch of two new brands: Lolo Lincoln (launched Jan. 2013) and Knots & Pearls (launched Sept. 2013).
- Assisted the owner to prepare for and exhibit at the National Stationery Show in May 2014.

Charleston Magazine (Gulfstream Communications), Charleston, SC, June 2012 - Sept. 2012

Design Intern

- Designed and edited magazine spreads, advertisements and other media outlets for Gulfstream Communications (*Charleston Magazine, Charleston Weddings, WNC, Grand Strand, and House Calls*)
- Assisted with photo shoots and edited photos to be included in the publications.

Southern Weddings, Chapel Hill, NC, Jan. 2012 - May 2012

Design Intern

- Selected, edited and uploaded images for the Blue Ribbon Vendor gallery to the *Southern Weddings* WordPress blog.
- Utilized Pinterest to help market the blog, and packaged and mailed magazine orders.

Carolina Woman, Chapel Hill, NC, Aug. 2011 - Dec. 2011

Design & Editorial Intern

- Designed various stories in the magazine, such as a photo contest story and the quirky calendar which ran each month.
- Reviewed proofs and assisted in editing all content for the magazine.
- Wrote the "update" section each month on accomplishments of women in the Triangle area, as well as recipes and performing arts stories.

The Daily Tar Heel, Chapel Hill, NC, May 2011 - July 2011

Design Editor

- Designed the front page of the newspaper, delegated inside page designs to the design staff, and worked with news desk editors to identify important information from their stories to be highlighted in graphics.
- Managed a staff of four designers and participated in budget meetings each week to plan the design for the upcoming newspaper.
- Responsible for continuing the vision of the redesign that was launched in May 2011.

Design Assistant (Jan. 2011 - May 2011)

Page Designer (Sept. 2010 - Jan. 2011)

United Way of the Greater Triangle, Morrisville, NC, May 2011 - July 2011

Graphic Design Intern

- Worked with the Marketing Department to design campaign materials such as advertisements and posters.
- Assisted with photo shoots for the "Live United" Campaign.

EDUCATION

University of North Carolina at Chapel Hill

School of Media and Journalism | B.A. Editing and Graphic Design

SKILLS

Proficient in Adobe Creative Suite: InDesign, Illustrator & Photoshop. Experience with DreamWeaver, Flash, Final Cut Pro, HTML and AP Style.

COMMUNITY INVOLVEMENT & LEADERSHIP

Junior League of Durham and Orange Counties, Member since Fall 2013

Chair of the Provisional Committee (Fall 2017 - Spring 2018)

- Lead the provisional committee in planning and executing the curriculum for the incoming provisional class.

Assistant Chair of the Provisional Committee (Fall 2016 - Spring 2017)

Provisional Advisor (Fall 2014 - Spring 2016)

- Guided potential new members through the process of joining the Junior League, making sure all requirements were met. Planned and coordinated meetings for the provisional members, both social and informational.

Special Projects Committee Chair (Spring 2014)

- Led the committee in planning the first annual Care for the Caregivers event. Designed and sent out invitations, solicited donations for door prizes, arranged entertainment and overall achieved a very successful event for over 30 deserving caregivers.

Other involvement: Habitat for Humanity, Carolina Campus Community Garden, Anathoth Community Garden.