



## CONTACT

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## EDUCATION

2011 - 2015  
**TOWSON UNIVERSITY**  
Towson, MD  
B.S. in Mass Communications  
focused on Advertising & Public  
Relations, and Graphic Design

## SKILLS

**SOFTWARE**

Photoshop	PowerPoint
Illustrator	Word
InDesign	Excel
DreamWeaver	Google Drive
Lightroom	Wordpress

**PROFESSIONAL**

- HTML/CSS
- Bootstrap
- Business Brain
- Client Interaction
- Time Management

*Thanks for reading!*  
*Have a nice day. 😊*

## EXPERIENCE

### 2018 - PRESENT **DRIVEN MEDIA GROUP** \* *Art Director*

Create processes to further the organization, innovation, and efficiency of the Graphic Design team; Oversee a team of 3-5 designers producing 400-500 pieces of creative each month; Organize and execute an internship program for aspiring designers; Effectively function as a member of the company's leadership team, including collaborating with other departments to create efficiencies

### 2017 - 2018 **A&A GLOBAL INDUSTRIES** \* *Web Designer*

Use knowledge of design concepts and coding languages (HTML, CSS, Wordpress and JavaScript) to create, design, and maintain several websites; Manage website content through Wordpress; Construct relevant graphics for marketing products by taking advantage of the Adobe Suite of products, primarily Photoshop and InDesign; Create custom coded emails utilizing the Constant Contact platform.

### 2017 **HAYSVENTURES, LLC.** \* *Communications Assistant*

Utilize Hootsuite to effectively create and schedule content for Facebook, Instagram, and Twitter; create graphics for social media posts that reflect the client's brand guidelines; Complete administrative tasks and duties including keeping a strictly managed calendar and effectively communicating with clients.

### 2016 - 2017 **REAL MEXICAN KITCHEN** \* *Brand & Assistant Manager*

Create an identifiable brand through logo and collateral construction; Form an online presence for the brand on Social Media through consistent and scheduled posting on Facebook & Instagram; Manage daily restaurant operations; Train employees continuously to keep a high standard of customer service; Handle day to day financial operations as well as administrative duties

### 2015 - 2016 **THE WALT DISNEY COMPANY** \* *Merchandise Hostess*

Location: The Grand Floridian Resort & Spa; Establish an excellent rapport with colleagues through collaborative teamwork to create a welcoming and safe environment for guests; Complete rigorous training to adhere to high standards set for the company's customer service; Manage thousands of dollars in merchandise daily