

LAUREN **ASHLEY** HENLEY

GRAPHIC & WEB DESIGNER

CONTACT

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EDUCATION

MASTER OF SCIENCE

Web Design and Development
University of Denver
June 2023

BACHELOR OF SCIENCE

Major: Graphic Design
Art Institute of Pittsburgh
April 2016

ASSOCIATE'S DEGREE

Major: Art
Itawamba Community College
December 2013

CERTIFICATE

UX Strategy
University of Denver
November 2023

OTHER

LSIT Chair for Safety Geeks
Apr. 2022 - Oct. 2023

President of PCAPP Employee Club
Oct. 2020 - Dec. 2021

NextGen Communications Chair
Mar. 2019 - Dec. 2021

Voluntary Protection Program (VPP)
Communications Chair
Mar. 2019 - Dec. 2021

Actively involved in VPPPA Region 8
Mar. 2019 - Dec. 2021

WORK EXPERIENCE

Visual Communications Services Lead

Bechtel - Salado Isolation Mining Contractors (SIMCO) | Nov. 2023 - current

Leads and maintains company and project visual identity standards by developing original graphic designs for online use, presentations, printed displays, brochures, fact sheets, and milestone mementos. Creates posters, digital signage, brochures, booklets and graphic illustrations based on client input. Also creates video content using a variety of cameras, sound and lighting equipment, and edits to create short videos for internal and external publication. Provides photographic support to the site and also for tours of the WIPP underground repository. Prints, mounts, and laminates graphic related products using onsite large-format printers; and/or coordinates with off site printing vendors to support high-volume printing needs. Supports special activities and projects, as assigned, such as but not limited to public tours, all-hands meeting, workforce recognition events, community relations and education outreach related activities. Also helps maintain SIMCO external websites and assist with internal SharePoint sites.

Sr. Media Specialist

Savannah River Nuclear Solutions (SRNS) | Jan. 2022 - Nov. 2023

Worked with the Information Technology (IT) department to produce and revise moderate to complex graphic designs, illustrations, photographs, posters, logos, ads, brochures, books, presentations, and other forms of visual media products. Filmed and edited videos or voice overs used for informational purposes or training. Planned format of products, organized content, wrote/edited text, and provided instructions for final production. Maintained the Information Technology Executive SharePoint site and assisted with internal communications for IT.

Design/Production Representative

Bechtel - Pueblo Chemical Agent-Destruction Pilot Plant (PCAPP) | Feb. 2019 - Jan. 2022

Produced and revised moderate to complex graphic designs, illustrations, photographs, posters, logos, ads, brochures, books, presentations, and other forms of visual media products. Filmed and edited videos used for informational purposes or training. Planned format of products, organized content, wrote/edited text, and provided instructions for final production. Collaborated with authors, subject matter experts (SME), and professional staff while preparing a full range of visual media-based content. Worked with Communications Manager and assisted publication staff. Helped with daily newsletter and sending out side-wide communications. Used AP style for writing. Helped maintain the project's SharePoint site and was SME and point of contact for headquarters at Oak Ridge. Designed and developed web pages for different departments and employee-led teams.

Media Design Specialist

GP Strategies - PCAPP | Aug. 2014 - Feb. 2019

Designed and developed (new or revised/improved existing) instructional material for customer training courses that supported company technical products. Partnered with SMEs in training development to determine needs of the course, technical content, appropriate method of delivery, and feedback for continual improvement of content. Uploaded courses to CourseMill (LMS) and regularly troubleshooted technical questions/issues. Served as Learning Management System (LMS) SME. Designed printed flyers, logos, training materials, posters, and other documents.

SKILLS

- Proactive, individual initiative, follow assignments through completion, and attentive to detail, quality control and deadlines
- Possess high degree of flexibility, strong interpersonal skills and proven track record as a team player
- Ability to perform multiple tasks simultaneously and adapt to changing priorities
- Advanced proficiency in Adobe Creative Suite: Acrobat, Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Encoder, Flash, Captivate, and Audition
- Advanced Proficiency in Microsoft SharePoint, Microsoft Office Suite (Word, PowerPoint, Excel)
- Moderate experience: HTML, CSS, JS, SCORM, and SQL
- Knowledgeable of eLearning standards (AICC, SCORM) and content development tools such as Lectora, Articulate, and Captivate
- Participates in emergency response public communications program to employees and the public.