

EMMA NORMAN

PORTFOLIO

- <https://emnormandesign.wixsite.com/ctrlem>

PROFESSIONAL SUMMARY

Knowledgeable Graphic Design Intern with hands-on experience in creating visually compelling designs for digital and print media. Contributed to multiple successful design projects, enhancing brand identity and audience engagement. Demonstrated expertise in Adobe Creative Suite and collaboration with cross-functional teams.

SKILLS

- Digital Marketing
 - Communication Skills
 - Customer Service
 - Embroidery
 - Social Media Marketing
 - Digital printing
- Adobe creative suite
 - Graphic design
 - Screenprinting
 - Project Management
 - Typography
 - Print production workflow

WORK HISTORY

- GRAPHIC DESIGN INTERN** 01/2026 to Current
The Fahrenheit Agency, Palm Beach, FL

 - Industry-Standard Skills
 - Designed layouts for marketing materials that aligned with client branding needs.
 - Produced mock-ups of design concepts to present ideas to clients and teams.
 - Prepared images to coincide with social and blog posts.
 - Created visual assets using design software, following brand guidelines and project specifications.
 - Developed digital graphics for online campaigns and social media platforms.
 - Edited and prepared files for print production, ensuring clarity and color accuracy.
- ASSISTANT GRAPHIC DESIGNER (PART-TIME)** 05/2025 to 11/2025
Omega Tees, Boone, NC

 - Promoted to part-time graphic design role following successful internship.
 - Assist with creating custom graphic designs for apparel, promotional items, and branding materials.
 - Operate and maintain screen-printing and embroidery equipment to ensure high-quality production.
 - Collaborate with clients and the design team to develop creative concepts that align with brand goals.

- Prepare digital files for print, color-separate artwork, and ensure design accuracy during production.
- Support the production process from initial design through final delivery, balancing creativity and technical detail.
- Maintain organization in a fast-paced print shop environment, meeting tight deadlines with precision.

REMOTE DIGITAL MARKETER / SOCIAL MEDIA MARKETING MANAGER (PART-TIME)

09/2023 to 03/2025

Robeson County Church and Community Center, Lumberton, NC

- Promoted to part-time marketing role following successful internship.
- Designed and scheduled social media posts using Facebook Meta Suite; managed Instagram and Facebook accounts for both the Center and Home Store.
- Developed and implemented digital marketing campaigns to increase community engagement and brand awareness.
- Created flyers and digital graphics for events and programs.
- Organized community events such as school supply drives and mobile food distributions.
- Collaborated on the development of a new app for the Center and contributed to outreach and liaison initiatives.

PRINT AND MARKETING ASSOCIATE 03/2024 to 11/2024

Staples, Boone, NC

- Designed and produced graphic art and visual materials for various internal and external marketing campaigns.
- Suggested and explained recommended services to meet customer needs and resolve specific issues.
- Provided technical support to customers over the phone or in person.
- Resolved customer complaints quickly and efficiently.
- Used service skills and technical knowledge to ascertain issues and provide swift, successful resolutions.
- Identified areas for improvement within existing processes and procedures.
- Greeted customers, assessed their needs, and provided appropriate services.

FRONT DESK RECEPTIONIST (PART-TIME) 04/2022 to 08/2022

Wesley Pines Retirement Home, Lumberton, NC

- Assisted visitors with signing in and temperature checks, answered incoming calls and greeted visitors, managed calls, and scheduled appointments.
- Assisted elderly residents and staff with administrative tasks.
- Maintained organized front desk and ensured forms were up-to-date.
- Provided excellent customer service and promptly resolved inquiries.

EDUCATION

Appalachian State University, Boone, NC

Bachelor of Arts (B.A.), Graphic Communications Management, Business minor, 12/2025

Lumberton High School, Lumberton

High School Diploma, 06/2022

REFERENCES

- Jimmy, Stout, Owner, (828) 268-0600, Omega Tees
- Brianna, Goodwin, Executive Director, 910-738-5204, Robeson County Church and Community Center
- Morgan, Stewart, Print Specialist, (828) 263-0551, Staples of Boone
- Allan, Lloyd, Director of Accounting and Human Resources, 910-738-9691, Wesley Pines Retirement Community

SCHOLARSHIPS

- Golden Leaf Scholarship
- William M. Reese Scholarship for GCM
- John R. Gordon Scholarship for GCM
- NAPCO Scholarship for Art

PORTFOLIO

<https://emnordmandesign.wixsite.com/ctrllem>