

Angel Taylor

Communications Specialist - Graphic Artist - Photographer - Event Coordinator

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Experienced communications and graphic design specialist with an almost 15-year track record of delivering impactful creative content and managing diverse communications projects. Has a strong passion for the art of digital storytelling and cultivating brand awareness. Highly skilled in website design and management, project management, and Adobe Creative Suite.

Work Experience:

Communications & Design Specialist

September 2020 – Present

Columbus Water Works - Columbus, GA

- Leads and executes comprehensive internal and external communications projects across various traditional and digital platforms.
- Creates customer and employee newsletters, press releases, training videos, social media content, mandated industry reports, signage, manages the internal message board program etc.
- Coordinated the development of and maintains internal and external company websites, ensuring a welcoming and up-to-date user experience.
- Assists with coordinating company events and community functions to promote community engagement and awareness.

Engraver - Graphic Artist

February 2019 – September 2020

Crown Trophy - Columbus, GA

- Designed and crafted unique engravings for trophies and awards using laser and diamond drag engravers.
- Created custom designs, including ribbons and medals, to meet individual customer needs.
- Delivered exceptional customer service, handling orders and inquiries to ensure customer satisfaction.

Graphic Artist - Photographer - Customer Service

June 2015 – February 2019

Lightning Graphics and Awards - Columbus, GA

Graphic Artist

- Collaborated with customers to create visually stunning designs for t-shirts, banners, flyers, and other projects.
- Managed the complete custom t-shirt process, from order preparation to stock management and customer follow-up.
- Produced custom products using vinyl and the sublimation process.

Photographer

- Attached to Airborne School on Ft Moore where I captured memorable moments of soldiers during their first parachute jumps, as well as company and graduation photos.
- Provided photo editing and printing to ensure high-quality deliverables.

Sales/Customer Service

- Assisted in setting up on-site sales tents and efficiently handled transactions, including t-shirt, photo, and frame sales in a fast-paced environment.
- Implemented a customer management system, enhancing productivity and customer experience.
- Trained and onboarded new employees, fostering a positive and collaborative work environment.

Webmaster

- Developed and maintained the company's website, and handled all online customer support.
- Implemented SEO and Reputation Management strategies to drive sales and revenue growth.

Event Coordinator & Volunteer Coordinator

January 2014 – December 2017

FTM Fitness Conference - Atlanta, GA

- Directed and trained volunteers, coordinated with vendors and facilities liaisons, and communicated with speakers and presenters.
- Provided attendees with support, addressing inquiries and concerns promptly.
- Designed and maintained the event's website, and created all promotional graphics and print collateral.

Graphic Artist - Photographer

August 2009 - June 2015 ALSO January 2002 - March 2005

Vivid Image Photography - Columbus, GA

- Managed photo fulfillment, editing, retouching, and graphic design.
- Developed and maintained the company's website, and handled all online customer support.
- Actively sold picture packages to customers in a fast-paced environment.
- Backup photographer and photographer assistant.

Education:

Columbus State University Business Marketing Major

Columbus High School Diploma

Technical Skills:

Adobe Photoshop
Adobe Lightroom
Adobe Illustrator
Adobe InDesign
Adobe Premier Pro
CorelDraw/Paint

Microsoft Word - 55wpm
Microsoft Excel
Microsoft PowerPoint
Web Design
Photography