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# Lindsey Mellor

## Work Experience

**Chicago Architecture Center (CAC) – Graphic Design Intern**  
August 2024 – October 2024, Chicago, IL

- Work under the supervision of the CAC's design and marketing team to complete branding, motion graphics, printed materials, gift shop items, and iconography. Work within existing brand guidelines; abide by all logo, color, typography, and sizing requirements. Utilize design terminology for effective communication between staff and printers.
- Demonstrate a fluency in Adobe software, such as InDesign, Illustrator, Photoshop, and After Effects (as well as standard file-sharing programs). Work efficiently, with the ability to complete designs within strict time restraints. Final products are free of grammatical or spelling errors and follow the established CAC color palettes.
- Be comfortable with critique. CAC's marketing team will have the final say in design work; constructive criticism, collaboration, and communication is essential. Regularly participate in discussions and adhere to feedback in order to achieve the CAC's design goals.

**Entegree, Rivian Automotive – Project Manager**  
March 2022 – October 2023, Normal, IL (Hybrid)

- Cultivate strong relationships between Entegree and senior management at Rivian, establishing mutually beneficial hiring programs that support the goals of both organizations. Maintain a calm demeanor in high-pressure, fast-paced environments, with the ability to work up to 72 hours per week and provide 24/7 availability via a company-provided phone.
- Address concerns from employees and management, de-escalate disputes, and present confidently to large groups. Conduct weekly attendance reports, disciplinary actions, develop presentations and signage, draft proposals, and meet with Rivian senior management to oversee expanding Entegree's employment rate at Rivian.
- Lead the on-boarding of new hires, complete terminations and walk-outs, and monitor hours logged for by employees for payroll. Conduct audits on performance and hours logged for payment to ensure accuracy and compliance with Rivian code of conduct.

## Education

**Graphic Design BA, 2025**  
Columbia College Chicago

## Skills

- Animation
- Branding
- Copy-writing
- Communication
- Data Entry
- Graphic Design
- Human Resources
- Illustration
- Logo Design
- Motion Graphics
- Mock-ups
- Photography
- Poster Design
- Presentations
- Project Management
- Publication Design
- Public Relations
- Typography
- Videography
- Vector Art

## Software

- Adobe After Effects
- Adobe Illustrator
- Adobe InDesign
- Adobe Media Encoder
- Adobe Photoshop
- Adobe Premiere Pro
- Figma
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Procreate
- Wix