

# CHERILYNN CUMBIE

773-510-4341 • cherilynn@cherilynn.net • 16632 Leslie Drive • Orland Hills • IL • 60487



“Cherilynn is tremendously talented! She has the eye and vision of an artist and the organization of an administrator. Either one of these gift sets is a rarity, but to have them both rolled up into one person is a BLESSING!”

Harvest Church Administrators

## SUMMARY OF QUALIFICATIONS

Highly motivated, creative, and versatile. Proven record of handling multiple tasks simultaneously under tight deadlines. Collaborative team player adept at organizing, planning, and prioritizing. Meticulous and thorough.

## CAREER SKILLS

- ▶ Competent in performing a wide-range of responsibilities, from design strategies to sales, management files and records, phone coverage, and superior client service.
- ▶ Talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions.
- ▶ Effectively build, direct, and motivate client, vendor, and team member relations, establishing and maintaining “win-win” partnerships.
- ▶ Successfully analyze complicated data and develop effective concrete solutions for each client/department’s needs, desires, and styles.
- ▶ Work directly with a variety of clients and multiple departments while interfacing with internal clients.
- ▶ Effectively communicate to clients, department heads, and administrators.
- ▶ Motivational speaker and writer.
- ▶ Committed to the highest levels of professional and personal excellence.
- ▶ Dedicated to converting each task’s challenges to a successful solution.
- ▶ Passionately implement corporate branding and event branding for all departments across all media.
- ▶ Hire and manage freelance designers, consultants, and vendors.
- ▶ Proven to be diversely experienced with a passion and flair for creativity.
- ▶ Rapidly adapt to new technologies, standards, and concepts.
- ▶ Expert experience with pre-press production.
- ▶ Successfully develop, plan, organize, and produce well-orchestrated design strategies from concept to completion, including...
  - ▶ Newsletters
  - ▶ Corporate & Product Branding
  - ▶ Business Cards
  - ▶ Mailers
  - ▶ Pylon Signs
  - ▶ Billboards
  - ▶ Posters
  - ▶ Wayward Signage
  - ▶ Websites
  - ▶ Church Bulletins
  - ▶ Interior & Exterior Menu Systems
  - ▶ Web Graphics
  - ▶ Brochures
  - ▶ Posterboard Presentations
  - ▶ Banners
  - ▶ Flyers
  - ▶ CD Covers & Labels
  - ▶ Certificates
  - ▶ T-shirt Graphics
  - ▶ Package Labels
  - ▶ POPs
  - ▶ Booklets
  - ▶ Powerpoint Presentations
  - ▶ Pump Toppers
  - ▶ Newspaper Ads
  - ▶ Slide Decks
  - ▶ BOGO Cards
  - ▶ Phone Book Ads
  - ▶ Custom Wallpapers & Fabrics
  - ▶ Freezer Wraps
  - ▶ Display Ads
  - ▶ Social Media Graphics
  - ▶ Truck Wraps

## CAREER HISTORY

- ▶ **Junior Graphic Designer**  
*Creative Solutions, Downer’s Grove, IL 2018-Present*
- ▶ **Freelance Graphic Designer**  
*Greater Chicago Area, Dothan, AL, Montgomery, AL, & Naples, FL, 2009-Present*
- ▶ **Communications Director**  
*Harvest Church, Dothan, AL, 2007-2011 | Vanderbilt Presbyterian Church, Naples, FL, 2014-2017*
- ▶ **Graphic Designer & Administrative Assistant**  
*Integrity Branding, Dothan, AL 2011-2013*
- ▶ **Designer and President**  
*Techknow Tutor, Inc, Naples, FL, 1999-2009*

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*“Cherilynn has a great sense of style and design. She is hardworking, friendly, funny, resourceful, gracious, helpful, very dependable, and diligent. She is a devoted team member and willing to learn and take ownership. Cherilynn is talented in so many ways.”*

Harvest Church Staff

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## SOFTWARE

- ▶ Fluent In **Macintosh and Windows Operating Systems**
- ▶ Excellent Skills In **Adobe Creative Suite, Colorburst, Flexi Rip, SummaSign D1400 Pro Plotter & Cutter, and Epson Stylus Pro GS6000 Printer**
- ▶ Proficient In **Microsoft Office Suite, iWorks, and Quick Books**

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## PROFESSIONAL AFFILIATIONS

- ▶ NAPP - National Association of Photoshop Professionals
- ▶ AAWM - American Association of Webmasters
- ▶ The World Wide Web Chamber of Commerce
- ▶ Center for Church Communications
- ▶ NAPW - National Association of Professional Women

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## GALLUP STRENGTHS

- ▶ **Developer**  
Recognizes and cultivates the potential in others. Many seek me out for help and encouragement because on some level they know that my helpfulness is both genuine and fulfilling to me.
- ▶ **Restorative**  
I love to solve problems. Whereas some are dismayed when they encounter yet another breakdown, I can be energized by it. I enjoy the challenge of analyzing the symptoms, identifying what is wrong, and finding the solution. Committed to stable values such as honesty and loyalty.
- ▶ **Empathy**  
Intuitively, I am able to see the world through other's eyes and share their perspective. This instinctive ability to understand is powerful. I hear the unvoiced questions. I anticipate the need. Where others grapple for words, I seem to find the right words and the right tone. I help people find the right phrases to express their feelings—to themselves as well as to others. People are drawn to me.
- ▶ **Individulization**  
I instinctively observe each person's style, each person's motivation, how each thinks, and how each builds relationships. Because I am such a keen observer of other people's strengths, I can draw out the best in each person. I have a gift for figuring out how different people can work together productively. I build productive teams.
- ▶ **Learner**  
I have a great desire to learn and want to continuously improve. It enables me to thrive in dynamic work environments where I am asked to take on short project assignments and I am expected to learn a lot about the new subject matter in a short period of time and then move on to the next one.

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## PORTFOLIO

- ▶ cherilynn.net

*References available upon request.*