

AARON PIERRE BROWN

DESIGN²

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Employment

Avanti Staffing

November 2017 - November 2018

180 N. Michigan Ave., Chicago, Illinois

Information Compliance Analyst (Contractor):

Monitoring daily record management system activity; preparing outbound document and record transfers; notifying internal time billers of ethical walls and litigation holds; retrieving files internally circulating.

Clausen Miller P.C., Attorneys at Law

July 2006 - January 2017

10 S. LaSalle St., Chicago, Illinois

Marketing Graphic Designer:

Daily website updating; designing layouts for various firm-produced publications, along with corresponding interactive PDFs and subscriber e-mail alerts; tailoring attorneys' marketing collateral for specific client initiatives; creating slide presentations for Continuing (Legal) Education course offerings; designing various invitations, advertisements and brochures.

Hughes Socol Piers Resnick & Dym, Ltd., Attorneys At Law

April 2001 - July 2006

70 W. Madison St., Chicago, Illinois

Docket Clerk:

Creating firm's intranet, calendaring all important court dates and activities for attorneys, filing motions and other court documents, creating graphics for in-house needs, assisting IT director with technical issues.

Accenture

March 1998 - February 2001

161 N. Clark St., Chicago, Illinois

Service Coordinator:

Maintaining the efficient use of office space based on a "virtual office" environment; facilitating requests to various internal service departments; acting as a single point-of-contact for service issue resolution; creating and maintaining a database of monthly service performance; creating diagrams and documents for new hire training.

Other Experience

aaronpierrebrown.com

February 1999 - Present

1960 W. Hood #5A, Chicago, Illinois

Freelance Web Designer/Graphic Artist:

Designing, creating and maintaining web sites for small businesses and individuals; developing brand identity, creating marketing material for specific client needs, such as flyers, brochures, business cards, etc.

Education

• May 2015

Columbia College, Chicago Illinois; BFA Graphic Design, *cum laude*

• Dec 2002

Truman College, Chicago Illinois; Web Page Design Certificate

Skills

PC and Mac Platforms

• CSS

• Dreamweaver CC

• HTML5

• InDesign CC

• Keynote

• Photoshop CC

• Drupal

• Illustrator CC

• Javascript

• Microsoft Office

• PowerPoint