

Marilyn Jean Brown

- 📞 252-402-0778
- 📍 Manassas, VA
- 🌐 marilynwest.net
- ✉ marilynwest04@gmail.com
- Be [www.behance.net /MWestDesign](http://www.behance.net/MWestDesign)

Languages

- English | Native
- American Sign Language | Intermediate

Honors & Awards

National Engaged Leader Award
Sigma Alpha Pi
Pitt Community College | Greenville, NC
(May 2013)

Best In Show
1st Annual Black History Month Exhibition
Pitt Community College | Greenville, NC
(Spring 2012)

Licenses & Certifications

ACUE Microcredential in Creating an Inclusive and Supportive Learning Environment
Association of College and University Educators
(March 2023)

HSI Adult First Aid | CPR AED All Ages (2020) - DC
Health & Safety Institute (HSI)
(January 2023 – January 2025)

References

- Available upon request.

Work Experience

RPG Enterprises, LLC dba Planet Direct Mail | Manassas, VA
Prepress Technician, June 2023 - Present

Responsibilities:

- Convert art files for print production.
- Create print proofs using various software applications.
- Plan print jobs for production.
- Create impositions using Agfa Apogee 12 software.
- Make plates using Agfa Apogee software and Agfa Avalon CTP system.
- Create job jackets for print production.
- Order consumables for the Prepress Department.
- Help oversee the print schedule.

Professional Summary

Creative professional with a keen eye for detail, color and composition. Track record of bringing projects to life through innovative ideas. Creates compelling, inspiring and engaging pieces. Offering years of expertise overseeing individual projects and brand development. Resourceful Adjunct Professor bringing proven success in implementing technology-based curriculum delivery and assessment tools. Passionate about fostering academic development and success for every student.

Expertise

- Adaptability
- Brand Strategy
- Communication Skills
- Computer Programming
- Concept Development
- Copywriting
- Cost Savings
- Creative Concept
- Creative Solutions
- Critical Thinking Skills
- Curriculum Creation
- Customer Service
- Developing Community Relationships
- Digital Print Equipment Operation
- Hardware Installation
- Innovative Teaching Methods
- Leadership
- Online Content Development
- Online Instruction
- Photography
- Print Production
- Problem Solving Skills
- Project Management
- Proof Checking
- Research and Analysis
- Software Installation
- Student Advising
- Vendor Relations
- Web Design

Software

- Adobe Acrobat
- Adobe Audition
- Adobe Dreamweaver
- Adobe Express
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere
- Adobe Premiere Rush
- Agfa Apogee 12
- Agfa Avalon CTP System
- C++
- Cascading Style Sheets (CSS)
- Canva
- Canvas
- Enfocus PitStop
- HTML5
- JavaScript
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Publisher
- Microsoft Word
- Moodle
- Quark Xpress
- WordPress
- Xerox Job Ticket (XJT)

Education

Master of Arts in Integrated Marketing Communication, May 2022
University of North Carolina Wilmington | Wilmington, NC

Bachelor of Science in University Studies; Visual Arts and Technology; Minor in English, July 2019
East Carolina University | Greenville, NC

Associate in Arts, May 2013
Associate in General Education, May 2013
Associate of Applied Science; Advertising and Graphic Design, May 2012
Pitt Community College | Winterville, NC

Associate of Applied Science; Internet Technologies, May 2008
Beaufort Community College | Washington, NC

Pitt Community College | Winterville, NC
Adjunct Professor, August 2019 - Present

Responsibilities:

- Built relationships with students, mentoring on personal, professional and academic goals while providing coaching on effective study habits.
- Collaborated with department head to create dynamic, ongoing curriculum development, and instruction improvement program.
- Designed and distributed feedback forms to continually improve teaching skills and develop stronger connection with students.
- Developed creative and effective teaching methods for course content to capture students attention.
- Developed curriculum standards, lesson plans and syllabi.
- Encouraged class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions and using techniques to track student participation.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Evaluated and selected instructional materials and texts to prepare course materials and lesson plans.
- Graded quizzes, tests, homework, and projects to provide students with timely academic progress information and feedback.
- Taught Illustrator and InDesign classes to face-to-face and online students.
- Used variety of instructional methodologies and technology to keep illustrator and indesign courses interesting and engaging.
- Worked cooperatively with other members of faculty and staff to contribute to overall institutional effectiveness.

Randstad Professionals US, LLC | Greenville, NC
(Xerox Contractor at ECU Health Printshop, formerly Vidant Health Printshop)

Graphic Designer / Print Production Specialist / Document Advisor, November 2015 - February 2020

Responsibilities:

- Applied color theory and composition techniques to construct appealing designs.
- Created digital image files for use in digital and traditional printing methods.
- Collaborated with content and marketing teams to confirm design compliance with brand guidelines.
- Coordinated with external vendors and suppliers to verify quality and accuracy of printed materials.
- Developed creative design for print materials, brochures, banners, and signs.
- Employed design fundamentals when selecting typography, composition, layout, and color in design work.
- Implemented feedback and suggestions from clients to improve designs.
- Researched trends and projected industry changes to capitalize on emerging opportunities.
- Utilized Adobe Creative Suite and Microsoft Office Suite to develop creative designs.
- Worked with clients to gather and define requirements, establish scopes, and manage project milestones.
- Adjusted machines to increase productivity for runs.
- Demonstrated strong capacity for team building by leading site preparation team to complete mission-critical projects on time or ahead of schedule.
- Loaded supplies into machines by hand or by hoist.
- Operated Xerox printers and bindery machinery to carry out production tasks.
- Packaged finished printed products and prepared packages for accurate shipping.
- Set up and adjusted machines for day-to-day operations.
- Volunteered for additional assignments during peak work periods to keep tasks on schedule.
- Worked with supervisor to coordinate workflow and updated daily production team accordingly.
- Allocated unique document numbers to internal documents and incoming external documents and tracked in database.
- Built and updated diverse documents, charts, tables and mail merges using various programs.
- Coordinated document exchange between departments, contractors, suppliers and customers.
- Enforced use of standardized forms and templates to achieve uniformity of communications across departments and functions.
- Liaised with project teams, vendors and third parties on documentation flow, handover and project close-out.
- Maintained organized and efficient document flows by using excellent planning and multitasking skills.
- Managed file archival and information retrievals.
- Manipulated and converted documents to meet needs of individual personnel or projects.
- Transmitted documents, organized revisions and tracked changes.

Pitt Community College | Winterville, NC
Lead Technical Assistant / Teacher Assistant, January 2013 - August 2019

Responsibilities:

- Configured hardware, devices, and software to set up work stations for the graphic design department.
- Diagnosed and troubleshoot hardware, software and network issues.
- Installed and configured operating systems and applications.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Maintained knowledge support base regarding hardware, software and equipment warranties and repair needs.
- Ordered and distributed department supplies while adhering to a fixed department budget.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Printed the Annual Portfolio Show for eight years.
- Recorded grades for coursework and tests in Moodle, an online reporting system.
- Reported directly to the Advertising and Graphic Design Department Chair.
- Researched and identified solutions to technical problems.
- Reviewed lesson material with students individually or in small groups.

- Supervised other technical assistants to ensure the department ran smoothly.
- Volunteered to help with special projects of varying degrees of complexity.

G-Vegas Magazine | Greenville, NC

Writer, November 2012 - January 2013

Responsibilities:

- Researched and wrote technical articles about movies for general interest purposes.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.

Greenville Museum of Art | Greenville, NC

Graphic Designer / Photographer, August 2012 - May 2013

Responsibilities:

- Applied knowledge of production to create high-quality images.
- Archived photographs on computers and servers.
- Coordinated, created and scheduled content, designs and periodic updates to company website.
- Created broad range of work using various design techniques and collaborated with technical team to complete projects.
- Edited, toned, captioned and uploaded photographs for publication.
- Employed design fundamentals when selecting typography, composition, layout and color in design work.
- Photographed high-quality images for various print and digital projects.

Publications

2019

- If I had a magic wand..., Self-Published | Vanceboro, NC (April 2019)

2012

- The Hobbit An Unexpected Journey, G-Vegas Magazine | Greenville, NC (January Issue 2012)
- Breaking Dawn - Part Two, G-Vegas Magazine | Greenville, NC (December Issue 2012)

2011

- Article of Interest: Eating Disorders: Higher Rates Are More Common With Boys than Girls, BuzzZin Off Magazine | Online (August Issue 2011)
- Cars: What's Hot & New (America vs. Foreign) & The Best on Gas in this Economy, BuzzZin Off Magazine | Online (August Issue 2011)
- Crib Safety: New Crib Requirements that took effect June 28th, 2011, BuzzZin Off Magazine | Online (August Issue 2011)

Projects

- The Lookout Undergraduate Research Journal (The Lookout Editorial Staff), East Carolina University English Department | Greenville, NC (August 2013 – December 2013)
- Pitt Community College Welding Logo Collaboration (Alexander King) | Winterville, NC (Spring 2013)
- Natasha Trethewey Broadside Collaboration (Linda Fox), East Carolina University Contemporary Writers Series | Greenville, NC (October 2012)

Exhibitions

2015

- The 7th Annual Fine Art Faculty & Staff Exhibition, Goess Student Center, Pitt Community College | Winterville, NC (September - November 2014)

2013

- Fine Art Graduate Show, Goess Student Center, Pitt Community College | Winterville, NC (May - August 2013)
- Annual Pitt Community College Graphic Design Portfolio Show & Photography Show, Greenville Museum of Art | Greenville, NC (May 2013)
- Back To Basics Show, Goess Student Center, Pitt Community College | Winterville, NC (April - September 2013)
- The 12th Annual Tiny Art Show, Pitt County Arts Council at Emerge Gallery | Greenville, NC (Spring 2013)
- The 2nd Annual Black History Month Exhibition, Vernon White Welcome Gallery, Pitt Community College | Winterville, NC (Spring 2013)
- The Love Show, Goess Student Center, Pitt Community College | Winterville, NC (Spring 2013)
- North Carolina Community College System Art Exhibition, NCCCS Head Quarters | Raleigh, NC (Spring 2013 - Spring 2015)

Leadership & Activities

SkillsUSA Eastern Regionals Judge
Pitt Community College | Winterville, NC
(March 2023)

Lambda Pi Eta
University of North Carolina Wilmington
Wilmington, NC
(June 2021 – May 2022)

The Society for Collegiate
Leadership & Achievement
University of North Carolina Wilmington
Wilmington, NC
(June 2021 – May 2022)

North Carolina Literary Review Internship
East Carolina University | Greenville, NC
(January 2014 – February 2014)

Sigma Alpha Pi
East Carolina University | Greenville, NC
(August 2013 – December 2014)

Founding Member of The Lookout
Undergraduate Research Journal
East Carolina University | Greenville, NC
(August 2013 – December 2013)

Basic Computer Courses Instructor
Literacy Volunteer | Greenville, NC
(September 2012 – October 2012)

Sigma Alpha Pi
Pitt Community College | Winterville, NC
(August 2012 – May 2013)

- Hurricane Sandy Committee
- Leadership Day Training

Vice President
Pitt Paranormal Research Association
Pitt Community College | Winterville, NC
(August 2011 – May 2013)

Vice President
Association of Advertising and Graphic Design
Pitt Community College | Winterville, NC
(August 2011 – May 2012)

2012

- AFA Student Exhibition, Goess Student Center, Pitt Community College | Winterville, NC (Fall 2012)
- 3rd Annual Photography Show, Vernon White Welcome Gallery Pitt Community College | Winterville, NC (August - September 2012)
- QUICK! Art Exhibition, Art Avenue Contemporary Art Gallery | Greenville, NC (September 2012)
- Annual Pitt Community College Graphic Design Portfolio Show & Photography Show, Greenville Museum of Art | Greenville, NC (May 2012)
- The 1st Annual Black History Month Exhibition, Vernon White Welcome Gallery, Pitt Community College | Winterville, NC (Spring 2012)

2011

- 2nd Annual Photography Show, Goess Student Center, Pitt Community College | Winterville, North Carolina (Fall 2011)

Teaching Philosophy

“To improve our schools, we have to humanize them and make education personal to every student and teacher in the system. Education is always about relationships. Great teachers are not just instructors and test administrators: They are mentors, coaches, motivators, and lifelong sources of inspiration to their students.”

~ Ken Robinson

Student Work Samples

- Available upon request.

From a young age, I have wanted to change the world by helping and inspiring other people. When I was a student myself, I noticed that every person around me learned differently. Sometimes it was hard for my instructors to find the right teaching method that worked for everyone. For me, I'm both a visual and hands on learner. However, many classes did not teach that way when I was growing up. So, I decided that whenever I enter the classroom, I would be open to all learning methods and continuously adapt my teaching style to create a welcoming and safe atmosphere. My belief is that education should inspire people to be creative and have passion for the world around them. It should push the boundaries of normal thinking and allow students to see that anything is possible with hard work and determination.

For students to truly learn, they must enjoy and care about what is being taught. As an instructor, it is my job to ensure each student builds connections and stays engaged with the materials they are learning while in my class. Students need to feel seen and heard while receiving the necessary tools to reach their full potential. By using a variety of technology, software applications, and visual aids, I create fun and engaging lesson plans each week. With a combination of online and in-person assignments, my students can explore real world concepts like research, design, problem solving, and communication, while producing something that expresses their creativity. I challenge my students to think outside of the box, ask questions, troubleshoot issues, and grow their own passions.

During my years of experience as both a student and instructor, I have seen that if students believe in themselves then they have the power to change the world. All students have the right to excel within a comfortable learning environment and I'm determined to make that happen each class session. I strive to prepare my students so that when they leave my class, they will have the necessary skills to feel confident working within any environment in the real world. My hope is that my students know that even years after they finish my class, I will still be a resource for them. Whether it be as a mentor, reference, motivator, or source of inspiration, I want my students to feel like I really got to know each one of them, and they inspire me just as much as I hope to inspire them.