

MONIQUE A. SAVITS

Education: Bachelor of Arts in Fine Arts, Minor in Studio Arts, University of Pittsburgh, June 1989.

Technical: Windows: Word, Excel, Freehand, Photoshop, Adobe Acrobat and Dreamweaver.
MAC: Creative Suite CS2 (InDesign, Photoshop, etc.....)

Experience:

2006 - Present Concepts By Q, Baltimore, Maryland
Freelance Graphics, Fine Arts and Website Designer

- Interview clients to gather information critical to identifying and creating a marketing strategy to be conveyed through Graphics, Fine Arts and Website Design.
- Draft marketing designs, edit designs based upon client approval, and implement the final product.
- Projects include website design, magazine advertisements, electronic mail advertisements, store signage and DVD packaging design.
- Clients include Graul's Markets, Princeton Sports, Lifesports Inc/Spinervals, Flexible Warrior.com, Graystone Gingham & Greetings and Independent clients.

July 2001 - April 2007 The Maryland Athletic Club & Wellness Center, Timonium, Maryland
61,000 square foot Health and Wellness Center offering exercise, aquatics, education, motivation, recreation, rehabilitation and nutrition activities.

Internal Marketing Coordinator

- Manage marketing functions to include advertising and promotions, company website, company magazine and television, electronic mailings and marketing budget.
- Created and implemented the centers initial internal marketing model.
- Responsible for designing and updating the company website (.).
- Created site map and architecture of company website. Researched and collected images for home page flash, and scripted all website content. Acted as liaison for all website issues.
- Coordinate MAC LIFE magazine to include assisting with the layout design, planning program guides and wellness calendars, authoring articles and photography.
- Responsible for designing and printing internal marketing posters, banners, flyers, brochures and displays.
- Collaborate with External Marketing Coordinator to organize external marketing including advertisements, billboards, magazines, events and photo shoots.
- Develop, plan and coordinate special promotional events. Events have included health fairs, open houses and corporate programs.
- Design and coordinate monthly calendar of events, and prepare the wellness calendar for print in the monthly newsletter.
- Plan and design weekly electronic mail advertisements.
- Prepare and monitor internal marketing budget.
- Interact and coordinate with departments to maintain current, effective and uniform compilation of marketing functions.

Experience:(Continued)

January 2001 -
June 2001

Tickets.com, Pittsburgh, Pennsylvania

Client Services Representative

- Maintained relations between Tickets.com and the Pittsburgh Pirates organization.
- Provided technical training and support of the ticketing system for box office and accounting staff, management and ticketing outlets.
- Assisted with implementation of computerized box office ticketing system for PNC Park.

1992 -
2001

Pittsburgh Cultural Arts District, Pittsburgh, Pennsylvania

The Pittsburgh Cultural Arts District is comprised of The Cultural Trust, Civic Light Opera, Symphony, Pops, Broadway Series and Ballet Theatre.

Ticketing Services Manager - The Pittsburgh Cultural Trust, (1997-2001)

- Managed customer service center which included two assistant managers, three shift supervisors, ten union box office staff and 50 part time representatives.
- Oversaw all ticketing and financial functions. Responsible for reconciling \$10 million in annual sales and processing payroll for 50 employees.
- Responsible for hiring, training, reviewing and terminating service center staff.
- Designed and drafted help desk manuals, and provided staff training through company workshops.
- Drafted a Q&A booklet for patrons pertaining to the theatre and surrounding theatre district.
- Assisted marketing department with scheduling and special promotions.
- Proficient with Prologue ticketing system.

Subscription Associate/Customer Service Representative-Civic Light Opera, Symphony, Pops, Broadway Series and Ballet Theatre (1992-1997)

- Managed season subscription processing function and provided customer service support for subscriptions to ensure customer satisfaction.

August 1995 -
February 1996

The Herberger Theater, Phoenix, Arizona

Box Office Supervisor

- Responsible for single ticket sales for the Arizona Theatre Company, Actors Theatre of Phoenix, Center Dance Ensemble, Childsplay and Ballet Arizona.
- Oversaw box office staff of six, assuming the duties of Manager in their absence.
- Assisted staff with daily revenue reconciliations.
- Liaison with resident company subscription managers and marketing departments.
- Scheduled employees and trained box office staff on Dillard's ticketing system.

Volunteer:

The Carnegie Museum of Natural History - Exhibit Creation.
The Carnegie Museum of Art-Art Library Volunteer.