



# PHYLLIS GILENTINE

Creative Director | Graphic Design | Marketing Communications

## EXPERTISE

InDesign  
Illustrator  
Photoshop  
Muse  
Premier  
Acrobat  
Wordpress  
HTML, CSS

## EDUCATION

Bachelor of Arts  
in Applied Design and Visual Arts  
*University of Houston - CL*

## CONTACT

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Houston, TX 77035

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[GILLENTINEDESIGN.COM](http://GILLENTINEDESIGN.COM)

## PROFILE

Highly skilled graphic designer/project manager with over 20 years of experience. Extensive experience with adobe creative suite. Recognized for design work through national awards. Bachelor degree in Applied Design and Visual Arts.

## EXPERIENCE

### CREATIVE DIRECTOR

*Mostyn Law – 5/16 to present*

Currently designing and managing all marketing projects for the firm. Managing advertising budgets. Work with vendors on quotes, printing, production schedules and press checks. Approve all marketing pieces to assure they adhere to branding standards. Provide art direction on photoshoots and video shoots. Manage Newsletter and send out via constant contact. Ensure that website is up to date. Design coordinating pieces for MS150 event. Create all print and digital images for the Mostyn Moreno Foundation. Photograph the foundation's programs. Currently designing a new website for the foundation.

### SR. BUSINESS AND MARKETING DEVELOPMENT ANALYST

*Houston Methodist Hospital – 4/12 to 10/15*

Provide graphic design, marketing, and photography for the Nursing Department. Created a high volume of printed material, which included annual reports, quarterly magazines, flyers, posters, brochures, newsletters, invitations, signage, etc. Art director of Houston Methodist Nurse Magazine on a monthly, bi-monthly and quarterly basis. Led editorial board meetings and collaborated with writers to gather content for magazine. Managed and approved projects to assure that they were aligned with company brand standards while meeting tight deadlines. Planned events and conferences, and strategized marketing to promote the events. Managed, trained and assigned jobs to intern designers. Also project managed teams to assist in completing projects and events. Advised and strategized with VPs, directors and managers to develop marketing campaigns, creative project budgets and marketing plans. Organized and created presentations of design work to clients. Managed budgets for nurse advertising and promo items. Worked with vendors on quotes, printing, production schedules and press checks. Photographed training sessions, events, and portraits that were used in nursing publications. Updated nursing intranet website via Dreamweaver and CVENT.

### SENIOR GRAPHIC DESIGNER

*Pointsmith – 8/10 to 3/12*

Created POP, Ads and Menus for in-house design agency. Main client was Shell, Whataburger and Popeyes. Designed Planograms for Murphys. Worked with large scale graphics to create signage for clients. Handled all the post production work to prepare files for printing.

### SENIOR GRAPHIC DESIGNER

*University of Houston – 4/01 to 10/09*

Designed the University of Houston Magazine. Art directed all photo shoots and collaborated with writers for the UH magazine. Supported the individual colleges, as well as admissions office to produce booklets, brochures, calendars, invitations, logos, and posters. Project managed jobs, which included coordinating all phases of project development from client interface to obtaining quotes and getting printing done. Press checked projects as needed.

## AWARDS

Houston Press Club Lone Star Award

*Mostyn Law Partner With Us Brochure*

PRSA – Bronze Award

*Methodist Nurse Annual Board Report*

PR NEWS – Platinum Awards

*Methodist Nurse Annual Board Report,*

CASE – Gold Award

*Giving Matters Newsletter (UH)*

CASE – Silver Award of Excellence

*University of Houston Magazine (UH)*

Houston Press Club Lone Star Award

*Annual Report (UH)*

Houston Press Club Lone Star Award

*Giving Matters Newsletter (UH)*

CASE – Silver Award of Excellence

*Internship Program (UH)*

CASE – Silver Award of Excellence

*Graduate and Professional Studies*

*Viewbook (UH)*

CASE – Special Award – Pewter

*Design Improvement of UCS Pocket Folder (UH)*

SIAA – Bronze Winner

*Design of Giving Matters Newsletter (UH)*

HeSCA (Health Sciences  
Communications Association)

Illustration Winner

*Neonatal Notecard (UTMB)*

## INTERESTS

Travel, Photography,

Blog Writing,

Tiny Living, Airstreams,

Watercolor Painting

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## GRAPHIC DESIGN MANAGER

*Vinson & Elkins – 9/00 to 10/01*

Managed a team of 3 designers. Worked on branding for the firm. Managed national advertising marketing plans and budgets. Designed internal and external pieces while working with outside vendors to ensure the success of the firm.

## GRAPHIC DESIGNER

*Aim Management – 5/98 to 9/00*

Updated literature for all Investment Funds, including numbers and charts, particularly during quarter-end. Responsible for meeting tight deadlines on printed materials and for performing press checks required for each piece. Worked without outside vendors and printers to ensure quality. Collaborated with other designers on graphic design ideas.

## GRAPHIC DESIGNER

*VALIC – 6/95 to 4/98*

Updated, designed and illustrated a wide variety of sales promotion literature, including all advertising for Marketing and reprints for various regions. Created charts and graphs for quarter-end pieces. Coordinated with printers on press checks.

## GRAPHIC DESIGNER

*UTMB – 3/92 to 6/95*

Designed and produced an extensive variety of publications including, books, logos, brochures, flyers, and newsletters from beginning to end. Coordinated all phases of project development from client interface to choosing paper and ink and estimating cost on all artwork. Worked with internal printshop to ensure all pieces are printed correctly. Developed slides for medical presentations.