MARAH KLOSE

marahklose@gmail.com | Portland Metro Area, Oregon

PROFESSIONAL EXPERIENCE

Food Service Worker | Legacy Health | March 2023–present
- **Serve as Bargaining Team Member and Union Steward for peers**
- Represent department at monthly Safety Committee meetings
- Complete Tracer forms for Safety Committee while on rounds
- Suggest and implement improvements to efficiency and safety in dish room
- Handle, prepare, and store food safely
- Retrieve, wash, sanitize, and organize dishes and tools throughout the kitchen
- Log temperatures and other data to ensure compliance with Oregon Health Authority
- Transport meals to patient rooms

Interim Field Organizer | SEIU Local 49 | January 2025, June 2025
- Served as field organizer while the full-time organizer was on leave
- Ran biweekly drop-in meetings to share information with members
- Visited all bargaining unit departments on weekly rounds to check in with members

Seafood Clerk | WinCo Foods | August 2022–March 2023
- Merchandise seafood display cases, track & rotate inventory, and serve customers while abiding strict food safety standards and protocols
- Organize, clean, and sanitize equipment, work surfaces, and storage areas regularly
- Ensure proper signage and labeling of all products that require Country of Origin labels, consumer advisory signs, or other critical communication

Freelance Graphic Designer | self-employed | May 2012–present
- Clients include: Jay Whistler, Lotus Fox LLC, Klose2U Photography LLC, Turnkey Merchandise Programs LLC, Circle Theatre, Portage Public Schools, The Synoptics Group
- logos & branding for startup companies, website design & maintenance, playbill layout, stock photography, direct-mail postcard design, stationery & invitations, brochures, large outdoor banners

Production Designer | The Integer Group | Jan 2017–Dec 2020
- Work under NDA, abiding strict brand standards, on projects for multinational companies
- Prepare final art for point-of-sale displays, print & digital ads, and social media posts
- Organize and maintain file libraries for project assets & final print- and web-ready art
- Create microsite mockups and animation assets & direction for internal handoff
- Work with multiple teams and clients on projects with overlapping, tight schedules

Graphic Designer (contract) | Miles Partnership | Jul–Nov 2016 & Sep–Dec 2015
- Designed print ads for small businesses with limited assets and direction
- Imported and formatted copy for travel guide business listings using InData
- Marked up mockup websites from another studio and reverse-engineered style guides
- Designed business-to-business marketing PDFs, created fillable forms using Acrobat
- Designed e-mail template composite images
- Contacted businesses for photos for use in travel marketing publications

Graphic Designer (contract) | ALPS, A DST Company | Jan–May 2016
- Created and updated files for 100+ hedge fund annual financial reports for mailing
- Tracked time for concurrent projects and kept team apprised of workload & deadlines

Marketing & Customer Service | Humphrey Products | Oct 2014–Aug 2015
- Managed content for Drupal-powered website & product configurator database
- Designed print collateral for National Sales Meeting
- Proofread orders entered into the system by checking against faxed order forms

EDUCATION

Bachelor of Arts in Communication | Aquinas College, Grand Rapids, MI
- Graduated May 2013 with Magna Cum Laude honors (GPA 3.85)
- Dean's List Fall 2009–Spring 2013
- Insignis Honors Program 2009–2013 (honors courses, community service, senior project)

SKILLS

- 76 WPM typing speed
- Excellent customer service in-person, over the phone, and through text (email, chats)
- Observation, problem identification, problem-solving, process improvement
- Scheduling in digital calendar systems, data entry, spreadsheet maintenance
- File/server organization and management, workload communication,
  project progress tracking, invoice & receipt creation
- Graphic design, typography, multi-page document formatting, proofreading, brand standard
  & print specification compliance, powerpoint presentation template design, infographic
  design, letterhead design, social media & web banner design, email banner asset design
- Product & lifestyle photography, photo retouching, color-correcting, photo manipulation,
  digital illustration, vector illustration
- Video editing, livestreaming, audio mixing

TOOLS

- Microsoft Office Suite (PowerPoint, Word, Excel), Google Drive apps (Slides, Docs, Sheets),
  Apple iWork apps (Keynote, Pages, Numbers)
- Microsoft Teams, Slack, Zoom, Discord, ZenDesk, Quickbooks, project management systems
  (JIRA, Workfront), digital asset management systems
- Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat), Esko (3D folding software),
  InData (InDesign plug-in), some Pagesuite, Figma, Sketch
- HTML/CSS and some JavaScript
- Content management systems such as Drupal, WordPress, Wix, and Squarespace
- Digital SLR cameras, Adobe Lightroom, Clip Studio Paint, Wacom tablets, iPad/Apple Pencil
- Adobe Premier, Open Broadcast Software, Voicemeeter, Virtual Audio Cable