

# Grace Dillon

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## Professional Experience

### Crown Awards, Custom Artist

June 2025 - Present

- Use design skills to create eye catching custom awards
- Interpret design requirements to ensure every detail meets quality standards and ensures customer satisfaction.
- Meet daily deadlines to ensure timely production and delivery
- Work collaboratively as part of a design team in a fast-paced environment

### Manhattan University Athletics, Social Media Intern

June 2024 – May 2025

- Design social media posts for Manhattan sports teams and gojaspers.com
- Edit photo, video, and audio assets; create unique graphic assets
- Establish cohesive social media branding assets
- Post graphics, photos, videos, and stories to multiple social media accounts weekly
- Communicate daily with the Director of Strategic Communication/Digital Strategy
- Experience fast-paced professional design and marketing under a senior media team

### InfluenceTee, Graphic Design Intern

August 2023 – May 2024

- Create graphic designs for individual athlete clients
- Meet weekly design deadlines by engaging in animated client discussions
- Work with multiple clients on weekly design tasks; meet client expectations on time

## Skills and Tools

**Design & Digital Media:** Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro, After Effects), EngraveLab, GravoStyle, Figma, Branding & Typography, Painting, Drawing

**Web Development:** HTML, CSS, C++, JavaScript, Wireframing, Responsive Web Design

**Audio & Video Editing:** LogicPro, MIDI, Premiere Pro, Digital Audio Production

**Productivity & Collaboration:** Microsoft Office, Google Suite, Mac/Windows OS

## Education

### Manhattan University, Riverdale, NY | May 2025

Bachelor of Arts in Digital Media Arts (Minors: Digital Arts & Humanities, Music) | GPA: 3.72

**Honors & Awards:** Trustee Scholarship, Performing Arts Scholarship, NCAA Division 1 Swimming Scholarship, Chi Alpha Sigma Student-Athlete Honor Society, MAAC All-Academic Honor Roll, Dean's List, Pen & Sword Honor Society, Epsilon Sigma Pi Honor Society, Digital Media Art Medal Recipient