

Mackenzie Theberge

Graphic & Web Designer

Experience

2022 - Present

Graphic Designer & Marketing Assistant
Exacom

- Manage social media profiles.
- Event planning and coordination.
- Digital marketing campaign management.
- Website development and design.
- Creating eye-catching visual assets, including logos, product datasheets, social media graphics, and tradeshow materials.

2023-2023 (Seasonal)

Server

Panorama Six82

- Efficient multitasker with strong attention to detail in fast-paced environments.
- Proficient in accurate order-taking, food delivery, and cash handling.
- Familiarity with food and beverage menus for customer guidance.
- Adaptable to diverse shifts, committed team player for excellent customer service.
- Demonstrates physical stamina for standing, walking, and lifting heavy trays.
- Knowledgeable about health and safety regulations for a clean work environment.

2020-2022

Administrative Assistant

Laconia City Hall

- Excellent organizational and time management skills.
- Proficient in Microsoft Office Suite.
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy in data entry and record keeping
- Experience with scheduling appointments and managing calendars.
- Ability to work independently and as part of a team.
- Customer service-oriented mindset.

Education

2021 - 2024 (March 2024)

BA in Graphic & Web Design

Southern New Hampshire University

2020-2021

Associates in General Studies

New Hampshire Technical Institute

Skills

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, Animate, Lightroom).
- Strong understanding of web design principles and user experience.
- Experience with HTML, CSS, and JavaScript.
- Ability to create visually appealing graphics and layouts for print and digital media. Knowledge of typography, color theory, and branding.
- Familiarity with content management systems (CMS) such as WordPress.
- Excellent communication and collaboration skills to work with clients and team members.
- Ability to manage multiple projects and meet deadlines.
- Continuously learning and staying up-to-date with industry trends and technologies.

Contact

✉ mackenzietheberge@gmail.com

☎ (603) 581-5472

📍 Laconia, NH 03246

🌐 [Adobe Portfolio](#)