

AMANDA Mealy

CREATIVE DIRECTOR SENIOR GRAPHIC DESIGNER • ARTIST • PROJECT MANAGER

 www.amealy-livingartportfolio.com
 amealydesigns@gmail.com
 (517) 897-3050
 Okemos, Michigan

SHE / HER

PROFESSIONAL EXPERIENCE

- Project Manager @ Full Stack AI Automation**
 Manage end-to-end delivery of AI automation builds, product launches, and client implementations – coordinating cross-functional teams, maintaining workflows across Notion, Supabase, GitHub, and Vercel, and building automation systems that reduce manual workload by up to 75%.
- General Manager | Creative & Operations @ Elev808 Designs**
 Led daily operations and end-to-end production for a merchandise company serving 90+ music and entertainment clients – managing design, fulfillment, and supply chain coordination while building internal systems that streamlined workflows and supported \$1M+ in client launch revenue.
- In-Home Behavioral Technician @ Community Mental Health**
 Implement ABA strategies to support behavioral development and daily living skills – collaborating with families and care teams on structured learning plans, tracking and documenting outcomes, and adapting approaches in real time to foster independence and skill growth.
- Freelance Designer & Artist**
 Independent designer and artist building brands, campaigns, and visual identities for clients who demand quality and intentionality in every detail.
- Lead Designer, Head of Department @ Elev808 Designs**
 Led design direction and hands-on production while mentoring designers and ensuring every deliverable met brand and client standards.
- Assistant Director @ Okemos Kids Club**
 Led programming and daily operations for 30-50 elementary students – managing calendars, parent communications, student records, and stepping into the director role as needed to ensure smooth program continuity.

SKILLSET

- Hard Skills**
- Cross-functional project coordination | end-to-end production management | supply chain & vendor management
 - Client onboarding, implementation & relationship management
 - Timeline tracking | budget & cost control | resource allocation & capacity planning
 - Process documentation, SOPs & workflow optimization
 - Stakeholder reporting & status communication
 - Graphic design (print & digital) | brand identity | creative & art direction
 - Merchandise & apparel design | packaging & promotional products
 - Layout, composition, typography & color theory | print-ready file prep & prepress
 - Automation implementation | workflow automation | internal tracking & data system builds
 - Progress tracking, outcome reporting & data-driven decision making
- Soft Skills**
- Team leadership & mentorship | conflict resolution | decision making under pressure
 - Cross-functional coordination | accountability & ownership
 - Client & stakeholder communication across technical and non-technical audiences
 - Real-time problem solving | adaptability | prioritization across competing deadlines
 - Systems thinking | attention to detail at scale
 - Empathy-driven leadership | building trust | active listening

SOFTWARE



PERSONAL VALUES

AUTHENTICITY • RELIABILITY • INTEGRITY
ADAPTABILITY • LOYALTY • CURIOSITY
COMMUNITY • DETERMINATION • GROWTH

EDUCATION

Associates in Graphic Communications, Graphic Design; GPA 3.94
Lansing Community College

REFERENCES

- Cheyenne Powell**
Chief Growth Officer
989.390.3962
- Jenna Paskey**
Department Lead
330.719.0970
- Taylor Grassmick**
Business Development Director
269.625.3222
- Maureen Bole**
Head of Design
440.665.7741

LANGUAGE ENGLISH

I look forward to speaking with you 