

# CANDACE METOYER

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## EDUCATION

Centenary College of Louisiana  
B.A. in Communication  
Track: New Media Design  
2014

## SKILLS

Adobe Illustrator CS6  
Adobe InDesign CS6  
Adobe Photoshop CS6  
Quark  
Microsoft Word  
Microsoft PowerPoint  
Microsoft Excel  
Mail Chimp  
working knowledge  
of HTML&CSS  
working knowledge of Avid  
Media Composer 6  
Teamwork  
Project Management  
Time Management

## AWARDS

Dian Tooke Student Service  
awarded Spring 2014

Outstanding Contributions  
to Student Life  
awarded Spring 2014

## EMPLOYMENT

### NTN Media Group/ The Natchitoches Times

**Creative Manager** December 2014-Present

Oversees production of ad and page layout design • Oversees and completes weekly layout production of 5 publications • Completes production of 2 monthly publications • Oversees and completes production of monthly direct mail pieces • Manages, schedules and designs advertisements for 5 publications • Communicates with printers on publication sizes, quantity and production dates • Communicates with ad representatives about client's design needs

**Part-Time Graphic Designer** September 2014-December 2014

### Allies Against Slavery

**Freelance Graphic Design** June 2014-Present

Designs promotional graphics for print, web and social media use

### Martin Luther King Health Center

**Freelance Graphic Design** August 2012-May 2014

Researched & developed brand identity • Organized, oversaw, and designed print campaign focusing on non-profit's return on investment & brand

### The BIG Event

**Assistant Director/General Board Member** Jan 2011-May 2014

Worked with internal and external constituents to plan the campus wide day of community service • Contacted local businesses for donations and supplies • Coordinated events and refreshments for post service day carnival • Planned weekly meetings with Director and Advisor

### Centenary College Department of External Relations

**Intern** August 2013-May 2014

Designed a wide range of print publications • Maintained school's webpage

### Crawford Design Group

**Intern** August 2013-December 2013

Designed website for Northwest Louisiana Interfaith Pharmacy using Wordpress • Designed and distributed email campaigns using MailChimp • Maintained social media sites using Hoot Suite

## CAMPUS INVOLVEMENT

**Chi Omega Community Service Chair** May 2013-January 2014

Coordinated and oversaw multiple fundraising activities for Make-A-Wish and community service events for the chapter.

**Orientation Leadership Team Member/Mentor and  
Springboard Leadership Team Member/Mentor**

Summers 2011, 2012, 2013