



CORVINA NORTON

corvina.norton1@gmail.com | corvinanorton.com

SUMMARY OF QUALIFICATIONS

Creative, dynamic, professional graphic designer, with experience in both print and digital design, advertising, brand identity, cross-channel communications, multi-media, social media, UX/UI, and visual communication.

Strong proficiency with a range of practices and skills, including:

- Graphic Design
- Brand Identity
- Collaboration
- Communication
- Strategy & Execution
- Digital & Print Design
- Advertising, Marketing
- Layout, Color Theory
- Typography
- Creative Thinking
- Social Media
- Multi-media
- Negotiation
- Project Coordination
- Problem Solving
- Generative AI
- UX/UI Design
- Troubleshooting
- Adobe Creative Cloud
- CSS, HTML, InDesign

PROFESSIONAL EXPERIENCE

Program Assistant, Nerdy Girls-Tulsa; Tulsa, OK 2021-Present

- Supported general program operations and office tasks for recurring events.
- Designed event materials, documentation, and branded visual assets for monthly programs.
- Created flyers, signage, logos, and digital graphics aligned with the organization's style and tone.
- Maintained templates, design files, and digital resources for consistent branding.
- Communicated clearly with participants and provided timely updates about event details.
- Coordinated organizer and event schedules for activities.
- Assisted with planning, preparation, setup, and take-down for in-person events.
- Provided assistance to ensure smooth event flow and positive participant experience.

Childcare Provider, Ison & Leakey Families; Broken Arrow, OK 2021-2025

- Oversaw the well-being, safety, and daily routines of multiple children.
- Adjusted care approaches to meet individual needs, ages, and personalities.
- Collaborated with parents to understand expectations and support personalized care plans.
- Planned and led creative activities such as crafts, reading, and structured games to support learning and development.
- Assisted with homework and provided age-appropriate academic support.
- Prepared meals and snacks and maintained a clean, organized environment.
- Communicated regularly with parents about progress, behavior, and daily updates.

Volunteer, Streetcats, Inc.; Tulsa, OK 2024-2025

- Educated potential adopters on responsible pet ownership and the needs of rescued cats.
- Supported the adoption process by answering questions and guiding applicants.
- Assisted with daily care tasks such as cleaning sleeping areas and maintaining feeding and grooming spaces.
- Helped maintain a safe and calm environment for all cats in the shelter.
- Provided general support as part of routine shelter operations.

Sole Proprietor, Cori's Creations; Broken Arrow, OK 2021-2023

- Designed handmade jewelry, buttons, pins, and hair accessories with a focus on creativity and detail.
- Created custom pieces based on client requests for both in-person and online sales.
- Managed product listings, customer communication, and order fulfillment.
- Handled packaging, presentation, and quality control.



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ADDITIONAL TECHNICAL EXPERTISE

- Advanced usage of iOS, Windows, MS Office (all), Adobe Creative Cloud (Acrobat, Illustrator, InDesign, Photoshop, XD), Canva, CorelDRAW, Figma, Framer, Slack, Visual Studio, Webex, WordPress, Zoom
 - Aptitude for CSS, HTML, XML
 - Extensive experience using spreadsheets, knowledgebase programs, CRM systems, and database software programs
 - Expertise in creating brochures, design documents, marketing materials, proposals, reports, spreadsheets, targeted ads, and templates
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EDUCATION & MEMBERSHIPS

- **Southern New Hampshire University**, BA in Graphic Design, *summa cum laude*
- **National Society of Collegiate Scholars**, Member
- **National Society of Leadership & Success**, Member

***REFERENCES AVAILABLE UPON REQUEST**