

IAN COVERT

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About Me

Outgoing, detail-oriented designer with a wide array of skills including customer service, digital and print production, and in-person educational programming. Excels in conceptual thinking, asset creation, and organizational systems. Seeking to gain more professional experience in graphic design and related fields.

Education

BFA in Graphic Design, VCUarts

May 2025, Summa Cum Laude

Sound Design Minor

Experience

Studio Management Intern

Creative Print Bureau, 2024 – 2025

- Developed and facilitated weekly workshops educating on risograph use
- Trained over 50 users on best printing practices for use of a collaborative printing space
- Managed printer memberships, registration dates, and facility reservations in digital databases
- Formed a Risograph printing club, fostering local community through collaborative printing

Social Media Coordinator

VCUarts Graphic Design, 2024 – 2025

- Created and scheduled engaging grid and story posts for the @vcuartsgraphicdesign Instagram account
- Increased account engagement by 1,700% within first month
- Reached 500% more accounts in total lifetime
- Raised total followers from 2,800 to over 3,000, a 6.5% increase

Office Assistant

VCUarts Office of Admissions, 2022 – 2024

- Consolidated client information and school contacts across Google and Excel spreadsheets
- Managed incoming mail and coordinated pickup between departments through calls and emails
- Greeted walk-in clients and answered admissions questions on a case-by-case basis
- Designed directional signage and thank-you cards for school events and clients

Tour Guide

VCUarts Office of Admissions, 2022 – 2024

- Provided custom educational walking tours to students and families
- Communicated information in a comprehensive 30-minute presentation to crowds of up to 40
- Memorized and recited detailed information regarding school facilities and college life
- Guided large groups throughout a city and academic environment

Graphic Designer

Freelance, 2021 – Present

- Hand-coded custom portfolio and homepage websites
- Created flyers, posters, and infographics for various brands and personal projects
- Developed typeface, logo guidelines, and conceptual concepts
- Helping hand with photography, editing, and general image/video production processes

Skills

InDesign	Lightroom	HTML	Public Speaking
Photoshop	Photography	CSS	Teaching
Illustrator	Illustration	JavaScript	Customer Service
Premiere Pro	Painting	Pre-press	Copywriting