Richmond, Virginia | monroemiddleton0110@gmail.com | 571-201-5444

MONROE MIDDLETON

PROFESSIONAL SUMMARY

Website Designer/Manager with graphic arts and web development skills, experienced in visual communication using Figma and Canva and all Adobe programs. Passionate about merging art and technology to inspire audiences.

My Linkedin: https://www.linkedin.com/in/monroe-middleton/

EDUCATION

BACHELOR OF FINE ARTS : GRAPHIC DESIGN
Virginia Commonwealth University School of the Arts
Oct 2022 - May 2026
Richmond, Virginia

HIGH SCHOOL DIPLOMA
Hampton Roads Academy
Oct 2021 - Jul 2022
Hampton, Virginia

HIGH SCHOOL DIPLOMA
American School of Dubai
Nov 2019 - Jul 2021
Dubai, United Arab Emirates

SKILLS

Figma, Slack, Canva, Microsoft Office, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Adobe Lightroom,

HTML, JavaScript, CSS, Roundcube Gmail, Zbrush, Blender, Brand Development

EMPLOYMENT HISTORY

WEBSITE INTERN/IT INTERN
Virginia Commonwealth University
Dec2025 - Present
Richmond, Virginia, United States

- Demonstrably increased campus AI awareness by 70%, according to student survey results. Developed an AI literacy resource page for students and faculty.
- Designed and produced promotional materials for new technology (computer software and websites) arriving at VCU, utilizing Adobe Illustrator, After Effects, and Premiere Pro.

SPORTS MARKETING INTERN
Virginia Commonwealth University
Dec2025 - Present
Richmond, Virginia, United States

- Develop promotional content for VCU sports teams using Illustrator and Photoshop, specifically focusing on the men's basketball and baseball programs.
- Managed the switchboard operations during games and assisted other staff and workers with hosting games and organizing player meetings.

WEBSITE DESIGNER/MANAGER
N-RATED ArtCollective
September 2024
Richmond, Virginia, United States

- Redesign NRATED's website to improve usability, brand alignment, and user experience, thereby increasing traffic by 256 weekly visitors and improving the User experience by 115% .
- Ensure website security by continuously monitoring to prevent unauthorized access and data destruction.

GRAPHIC DESIGNER
BLK InFashion Collective
May 2024
Richmond, Virginia, United States

- Developed a cohesive visual strategy, collaborating with fashion designers to create info-graphics and social media posts with Photoshop and
- Illustrator. Designed over 29 unique Instagram posts and web graphics for the BLK In-Fashion Collective, showcasing current trends and styles. Maintained a consistent posting schedule of 1-3 posts per week, based on current events.

GRAPHIC DESIGN INTERN
Grimalkin Records Inc.
Oct 2024 - Present
Richmond, Virginia, United States

- Developed seven unique zine covers and layouts showcasing Richmond's indie art scene and local artists, plus a 13-page intern orientation
- pamphlet. Produced an engaging music video for independent artists signed under the record label, using Blender for rendering and Premiere Pro/After Effects for compositing .

3D DESIGNER/UXUI DESIGN INTERN LEAD
SkyIT Services | Subsidiary of GBCS Group
Oct 2024 - Jan 2025
Calgary, Alberta, Canada

- Proficient in using Slack, Roundcube Gmail for team collaboration; Figma and Canva for design and planning.
- As the lead of the 3D design and UX/UI team at GBCS, I set a strong work ethic, delegated tasks, and promoted collaboration. I contributed to the completion of 13 new animations for the robot character Ori using Maya and Blender.

GRAPHIC DESIGNER
Department of State Open Source Training Branch
Jul 2024
Williamsburg, Virginia, United States

- Worked with government officials to produce the best possible product.
- Developed a PowerPoint infographic presentation using Photoshop and Illustrator on resource analysis principles and techniques for new government employees.

CERTIFICATES

CERTIFICATE OF COMPLETION- GRAPHIC DESIGNER SkyIT
Services | Subsidiary of GBCSGroup **Jan 2025**

GRIMALKIN- LETTEROF RECOMENDATION
GrimalkinRecords Inc. **Mar 2025**

FALL 2024 VCU ARTS DEAN'S LIST **Apr 2025**
Virginia Commonwealth University