

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	Dec 2025 - Present Richmond, Virginia, United States
<ul style="list-style-type: none">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	Dec 2025 - Present Richmond, Virginia, United States
<ul style="list-style-type: none">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 Art Collective	September 2024 Richmond, Virginia, United States
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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/UX/UI DESIGN INTERN LEAD SkyIT Services Subsidiary of GBCS Group	Oct 2024 - Jan 2025 Calgary, Alberta, Canada
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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 GBCS Group	Jan 2025
GRIMALKIN- LETTER OF RECOMENDATION GrimalkinRecords Inc.	Mar 2025
FALL 2024 VCU ARTS DEAN'S LIST Virginia Commonwealth University	Apr 2025