



Eric J Malloy Jr.

CONTACT

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SOFTWARE

Adobe Creative Suite

InDesign, Illustrator,
Photoshop, Premiere, ArcGIS
illustrator extension (ext)

Microsoft Suite

Word, PowerPoint, Excel,
Outlook, OneNote

Affinity Suite

Publisher, Designer, Photo

Marketing

Campaign Logic, CoStar

EDUCATION

Maryland Institute College of Art
2012 - 2016

Bachelor of Fine Arts:
Illustration, concentration
in Animation

CAREER OBJECTIVE

Seeking a challenging graphic design position to utilize my experience in Adobe Creative Suite, PowerPoint, Affinity Suite, and continue to improve my design and project management skills.

EXPERIENCE

Graphic Designer II for the United States Postal Service, Serco

May 2023 – Present (40 hrs per week)

I develop digital and print media for internal communications, operate technical equipment on the client site, and maintain positive, professional communication with the client. This client facing position requires a Public Trust Clearance and reports to the United States Postal Service Headquarters at L'Enfant Plaza in Washington, D.C.

Digital/Print Production involves Photoshop, Illustrator & Indesign. One notable was the Area & Regional Updates, quarterly magazine with four issues a year. In addition to communicating with multiple Postal employees. This project required following branding guidelines, prepare photos for print quality, layout photos and articles on tabloid spreads. Final product would be printed and distributed to other employees.

Designated operator and trainer for on-site printing equipment, Epson Surecolor P8000. This equipment is used for on site events, would require printing multiple posters at a time, such as First Day Release, Wellness Day and Veterans Day.

Independent Graphic Designer

January 2017 – Present

Meet with clients to determine pricing, contract terms, design vision and deliverable timeline. Work with clients through multiple rounds of edits to create custom designs and provide advice on paper and printing specifics.

Faith on Fire is a young adults group at St. Philip the Apostle Catholic Church. Together with parishioners, I organize monthly talks featuring speakers from the Arlington Diocese in Virginia. My responsibilities include branding and marketing for the group, which involves designing a logo, printing flyers, creating an online site with necessary graphics, and coordinating event announcements with the parish office.

Wedding Stationery designer with experience creating a full suite of wedding materials including couples logos, save the dates, invitations, church programs, table numbers, name cards, menus, and thank you cards. This work requires flexibility and understanding for the needs and expectations of each client.

Capital Markets Graphic Designer, JLL

June 2021 – February 2023 (40 hrs per week)

Used InDesign, Illustrator and Photoshop to create communications materials for the Capital Markets division such as Request for Finances (RFF), Offering Memorandums (OM) and Social Media Materials.

Social Media Materials involved creating project specific content including finding statistics relevant to the team. I pulled images and maps from project Offering Memorandums that would help to highlight the property. These images would be used for e-blasts that are distributed to lenders and clients.

RFF's & OM's are booklets ranging from thirty to seventy pages, each containing multiple sections that require different graphical images and charts. I learned a new platform called Snazzy Maps to create the areal maps used for these materials. I also incorporated branding guidelines throughout all aspects of the booklets such as the amenity, transportation, regional and employee center maps.

Collaboration with brokers involved developing comprehensive project plans that aligned with their specific needs and expectations. Ensuring that branding and timeline requirements were met was crucial for the success of each project. Effective project management and close coordination with brokers throughout the process were essential skills that I utilized daily.



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Marketing Client Services Coordinator, CBRE

March 2019 – February 2020 Contractor (40 hrs per week); February 2020 - May 2021 Employee (40 hrs per week)

Used InDesign, Illustrator and Photoshop to create communications materials for the Mid-Atlantic Debt & Structured Finance division such as Request for Finances (RFF), Offering Memorandums (OM) and Quarterly Statistics E-Blasts.

Quarterly Statistics E-Blast involved finding relevant statistics and creating dynamic, concise graphics and written communication to showcase the team's accomplishments. These were distributed via email, LinkedIn, and Campaign Logic to lenders and clients.

RFF's & OM's are booklets ranging from thirty to seventy pages, each containing multiple sections that require different graphical images and charts. I learned a new Illustrator extension called ArcGIS to create detailed custom vector maps that significantly reduced the turn-around time for these projects. These images would also be used for amenity, transportation, regional and employee center maps.

Administrative Assistant, Cushman & Wakefield

May 2018 – March 2019 Contractor (40 hrs per week)

Support tenant brokers by making tour books, creating e-blasts and flyers, and performing other administrative tasks as needed.

Creating E-Blasts involved pulling relevant information from CoStar, a real estate database, including flyers and floor plans. This content would then be uploaded to the company's e-blast platform for client distribution.

Designing Flyers for smaller properties would require gathering information from the brokers, CoStar and creating stunning one-page designs with various property highlights.

Food Stores - Management Trainee & Baker, Giant

November 2017 - March 2018 (30-40 hrs per week)

Worked in different local Giant Food locations filling custom bakery orders, interacting with customers, and training for management positions.

Management Trainee work involved learning from other store managers about employee supervision, developing work schedules, inventory management and product invoicing. I also routinely covered for assistant managers who were on leave or otherwise unavailable.

Baker, I decorated seasonal pastries and custom orders, kept the display shelves stocked and ensured products and specials were displayed appropriately. I also spoke with customers to answer questions and resolve complaints.