

# Kristi Polozoff

Creative | Adventurous | Curious

## Contact

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## Education

🎓 Austin Community College  
2019 | Associates Degree  
UX Design

🎓 Texas Woman's University  
2014 | Bachelors Degree  
Fine Art | Photography

## Software

In InVision

Ps Photoshop

Ai Illustrator

Id InDesign

## Experience

### Dun & Bradstreet (Acquired from Avention)

June 2016 — Present | Office Support Administrator

- Collaborate with engineers to create graphics on various projects.
- Maintain newsletter every quarter.
- Calendar management, overseeing special projects, and managing travel.
- Timely and thorough preparation and review of expense reports.
- Invoice and PO Processing.
- Facilitate meetings and events (planning, logistics, presentations).
- New hire and contractor on-boarding.

#### At Avention:

- Collaborated with marketing team to provide graphic designs for social media promotional materials.
- Designed an e-book for the marketing team: [WinWithABM](#).
- Built four new vendor partnerships while maintaining existing vendor relationships.
- Implemented weekly yoga program to promote workplace wellness.

### New Era Portfolio

April 2015 — Dec 2015 | Pre-Press Technician

- Supported account managers in meeting client deadlines for graphic design orders.
- Created complex image processing scripts via Photoshop to increase efficiency.
- Responsible for formatting and quality control on custom orders.
- Created new system for storing and documenting image files.
- Responded to custom image specification requests such as color adjustments/swaps, pattern creation, Pantones/Sherwin William color match, and companion creation.

## Contract Experience

Spanning

April – May 2017 | Designer

- Worked with the marketing department to implement new branding on datasheets using InDesign following brand guidelines for font type, color, spacing, and imagery.

### LA Fitness

May 2016 — Present | Yoga Instructor

- Group yoga instructor for all levels of yoga.

### BlueSky Fitness

Sept 2016 — May 2017 | Yoga Instructor

- Group yoga instructor for beginner level AISD teachers.