



dsuffix designs

Diana Riesenberger

Marketing, Communications
& Advancement

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www.dsufffix.com

Objective Statement

My goal is to foster communication that effectively engages audiences, and connects organizational values with community relevancy.

Work Experience

Communications & Marketing Director Jan 2018—Mar 2018

CPL International Ministries, Loma Linda, CA

Communications and marketing support including: campaign planning and coordination, digital and print design, writing and other communications.

Operations Manager Jan 2017—Dec 2017

Worldwide Translations, Henderson, NV, 800.293.0412

Project management, translator coordination and digital template placement for multi-language translated documents or interactive content.

Administrative Support Aug—Dec 2017

Loma Linda University, Loma Linda, CA

Communications, event support, and applicant assistance for the offices of Admissions and Student Affairs.

Public Relations Officer & Designer Sept 2012—Nov 2016

Asia-Pacific International University, Muak Lek, Thailand, +66 03.672.0777

Developed communication strategies. College fairs, event coordination and media relations. Graphic design, marketing and communications.

Publications & Communication Specialist Feb 2012—Aug 2012

Andrews University, Berrien Springs, MI, 269.471.3399

Managed university course catalog and policy, some CAPP programing, coordinates calendar, class schedule, design and production for registrar publications and website, develops communication and training plans.

Graphic Designer, Office Manager June 2010—May 2011, April—June 2009

Asia-Pacific International University, Muak Lek, Thailand, +66 03.672.0777

Managed design aspects of translation projects. Managed and coordinated marketing with team members. Trained student workers.

Graphic Designer, Project Manager Jan—June 2010

Hope for Bangkok, Bangkok, Thailand +66 087.818.2641

Developed and managed projects and communication strategies. Designed new branding. Designed translated printed materials. Trained coworkers.

Graphic Designer Sept 2007—April 2008

Seattle University, Seattle, WA, 206.296.6116

Collaborated with creative team. Created graphic designs from concept to production. Met and followed up with clients.

Graphic Designer May 2005—May 2007

Cornish College of the Arts, Seattle, WA, 206.726.5169

Created graphic designs from concept to production. Project coordination and client management. Pre-flight, press check. Established project archive process.

Education

MBA, Asia-Pacific International University, 2016

Post-Baccalaurate Certificate in TESOL, Seattle University, 2008

BFA in Graphic Design, Cornish College of the Arts, 2005

California College of Arts and Crafts, 1999

Awards & Participation

Outreach Coordinator, APIU Church, Thailand, Sept 2013 — Nov 2016

Teen Bible Class Coordinator, APIU Church, Thailand, Sept 2012 — Nov 2016

Volunteer, ASAP, Cambodia, Feb 2009, Feb 2008, July 2007

Volunteer Teacher, Seattle, WA, Sept—Oct 2008

CASE 8 Award for Seattle University Magazine, March 2008

Guest Speaker for Retreat, Yosemite, CA, Aug 2007

Guest Speaker, Youth Camp, Sweden, April 2007

Artwork featured in Art Mini, Brooklyn, NY, April 2007

Volunteer, St. Mary's Foodbank, Seattle, WA, May—July 2006

Guest Speaker & Volunteer, Youth Camp, Rapidan, VI, June 2006

Artwork featured in Cooley Collection, Seattle, WA, 2005

Valedictorian, Cornish College of the Arts, Seattle, WA, May 2005

Co-Editor, Birds & Whistles, Cornish College of the Arts, Seattle, WA, 2003—2005

Artwork featured in Resolutions & Ruptures, UBC, Canada, 2004

Skills

Software: Adobe: InDesign, Photoshop, Illustrator, Acrobat Pro, Dreamweaver, Flash, Premiere, Final Cut Pro, MS Office

Web/Media: CMS, Hootsuite & SM Management Tools

Photo/Video: 35 mm/Digital, Photo/Video Direction, Editing

Illustration & Printmaking: Etching, Intaglio, Woodblock, Bookmaking, Letterpress

Misc: FileMaker Pro, Public Speaking, Writing, Editing and Scrabble champion*



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Below are work samples from my position at Asia-Pacific International University. They include project coordination, writing, design, team delegation, getting quotes/estimates (travel, accommodations, registration, etc), and delivery (packets, PowerPoint, and some personal presentations).

Additional samples may be found at: www.dsufffix.com.

- [University News](#)
Served as the primary editor, designer, student reporter/writer mentor, team coordination and production for both online, printed and e-newsletters.
- [Annual Reports](#), and [2016 Annual Report](#).
Creation of comprehensive materials for the annual reports for the board and donors. I would interview the President and VPs (sometimes using full text reports or spreadsheets as a resource) then write, edit, coordinate and/or assign written pieces. For some articles I had help with writing (interns, editors). I would coordinate photographers (some photo direction, setup, sometimes I would shoot), design, edit – then format for print, PowerPoint, and online articles. This developed into a great piece for Advancement.
- [Student testimonials](#), writing, editing, coordinate production of printed pieces.
- PR, recruitment and alumni presentations: [2015 GC Session booth](#) (30,000+ attendance), SSD Divisional and SAUM Union meeting/presentations (HR, Educators, etc, in Bangkok), event coordination/presenting at on-campus hosted events ([SSD Educators](#), SAUM and other regional, like [Pathfinder camporee](#)), and international recruitment/alumni meet-ups (Vietnam, Malaysia).
- Social media coordination: [Facebook](#) and [Instagram: @myasiapacific](#)
Campaign integration, content creation and scheduling, coordinating student workers