

NINA LEIS

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Graphic designer with over 7 years of in-house experience creating print and web media. Proficient in balancing a high volume of diverse projects. Specialized in long-form document formatting. Well-versed in Adobe CC and has a Bachelor's degree in Art & Technology.

EDUCATION

BA in Art & Technology

University of Oregon | June 2017

3.6 GPA - Eugene, OR

SOFTWARE

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat
- Wix
- Canva
- Microsoft 365
- Microsoft Teams
- Dropbox
- Basecamp
- Extensis Connect

SKILLS

- Typography
- Photo Editing and Manipulation
- Layout and Composition
- Prepress Requirements
- File Management and Version Control
- Internal Organization of Files
- Client Communication
- Attention to Detail
- Strategic Thinking
- Tech Troubleshooting
- Time Management

EXPERIENCE

Lead Graphic Designer

Luminare Press | Eugene, OR | January 2026–Present

- Manage a team of 4 designers balancing over 100+ author projects a year
- Review and provide creative direction for client projects to ensure quality standards are met; advise on project and/or client challenges
- Direct design of company resources, marketing assets, and social media posts
- Direct monthly design team meetings, determine agenda and priorities, facilitate individual check-ins
- Lead employee onboarding and training, screen potential hires, and liaise between design and marketing departments
- Troubleshoot software issues, research and stay up to date on evolving trends, coordinate additional tech support when needed
- Maintain duties from graphic designer role

Graphic Designer

Luminare Press | Eugene, OR | March 2021–Present

- Design custom book covers and interiors utilizing stock photos, typography, layout formatting, and essential design principles
- Prioritize and balance deadlines for an average of 31+ clients a month
- Create marketing materials for print and web: author websites, social media posts, flyers, posters, business cards, and postcards
- Perform preflight checks to ensure quality of print files
- Record and edit tutorials and promo videos for internal/external use
- Coordinate with outside illustrators and designers to obtain artwork
- Manage company booth at industry events

Production Designer

Luminare Press | Eugene, OR | May 2019–March 2021

- Create infographics and icons for marketing and resource webpages
- Use templates to create content for newsletters and social media
- Implement proofreading and line editing text changes
- Document and organize process steps for internal training

Bookseller

Barnes & Noble | Eugene, OR | April 2018–May 2019

- Pitch B&N memberships benefits, upsell products, and provide book recommendations to increase sales
- Assist customers and process transactions, stock bookshelves