

LAURA DOTSON ●

graphic designer



(612)-382-9930 ● ldotson001@gmail.com

EDUCATION ●

BFA, GRAPHIC DESIGN

UMN Twin Cities
9.2023 - 5.2025

AAS, GRAPHIC DESIGN

Minneapolis College
8.2020 - 5.2023

AA, MNTC

St. Paul College
8.2015 - 5.2017

TOOLKIT ●

- Adobe InDesign
- Adobe Illustrator
- Adobe Acrobat
- Procreate
- Microsoft Office Suite
- Google Suite
- Tridion CMS
- GovDelivery
- Instagram
- Canva

PORTFOLIO ●

lauradotsondesign.com



WORK EXPERIENCE ●

GRAPHIC DESIGN ASSISTANT

UMN CFANS Communications - 10.2023 to Present

My role at the CFANS Communications Office involves assisting the Senior Graphic/Multimedia Designer with a wide range of design projects as directed, while adhering to University brand guidelines.

- Develop original concepts for client projects on a variety of mediums such as postcards, posters, t-shirts, flags, tablecloths, stickers, and social media
- Update and revise existing materials
- Communicate with clients regarding proofs, feedback, timelines, and follow-up
- Prepare final files for printing

OFFICE AND ADMINISTRATIVE SPECIALIST

Capitol Area Architectural and Planning Board
(State of Minnesota) - 10.2021 to 10.2023

My role encompassed the management of the CAAPB office including communications, organization, financial management and Board meeting support as well as assistance to the Executive Secretary and Principal Planner on various projects.

- Manage office tasks such as mail processing, scanning, copying, invoicing, filing, supply management
- Communicate with Board members and the public
- Attend Board meetings and compose meeting minutes
- Manage Board website

AWARDS ●

Prize winner in a poster and social media design competition run by the Minnesota Dept. of Health. This included close collaboration with MDH staff and a monetary prize. (2022)
Available at: health.state.mn.us/diseases/travel/c19travell.pdf