

TIFFANY ALMONTE

Graphic Designer | Creative Operations & Marketing Support

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CORE SKILLS

DESIGN & CREATIVE

- Adobe InDesign, Illustrator, Photoshop
- Print & Digital Marketing Collateral
- Brand Consistency & Visual Systems
- Social Media Design

MARKETING & TOOLS

- Campaign Monitor & Mail Chimp (E-blasts & Newsletters)
- Microsoft PowerPoint, Word & Excel
- Image Preparation & Asset Optimization

OPERATIONS & COLLABORATION

- Studio & Workflow Management
- Cross-Functional Team Collaboration
- Deadline-Driven, High-Volume Production

EMPLOYMENT

CORE | Graphic Designer

Design and produce high-volume marketing collateral for sales and rental listings, supporting agents and internal teams across fast-paced real estate marketing workflows while maintaining strict brand standards.

- Create postcards, e-blasts, newsletters, show sheets, signage, and social media assets for sales and rental listings
- Prepare, optimize, and quality-check photography and floor plans for seamless upload across multiple listing platforms
- Manage multiple concurrent projects under tight deadlines while ensuring brand consistency

OSG | Production Graphic Designer

Produced a wide range of production-driven design materials in a deadline-intensive environment, collaborating cross-functionally to deliver accurate, high-quality assets across print and presentation formats.

- Designed prototypes, direct mail pieces, postcards, newsletters, inserts, envelopes, and presentations
- Partnered with internal teams to align creative output with project requirements and production standards
- Managed multiple projects simultaneously while maintaining accuracy and consistency

Simplicity Creative Group | Graphic Designer + Studio Manager

Led both creative production and studio operations, supporting brand, editorial, and trade marketing initiatives while coordinating complex photo shoots and studio logistics.

- Produced assets across print, web, advertising, catalogs, and trade show materials
- Coordinated photo shoots, including studio scheduling, prop sourcing, set creation, and image selection
- Maintained styling closet inventory and supported the creative team on tight timelines

Tristory Media | Creative Manager + Editorial Assistant

Supported editorial strategy and creative production across a multi-site digital network, blending content management, design, and operational oversight.

- Managed editorial development and content planning for 19 digital sites
- Oversaw freelance writers, onboarding, invoicing, and monthly editorial calendars
- Designed promotional materials and supported events, photo shoots, and office operations

Post+Beam, LLC | Executive Assistant · Office Manager

Provided executive-level administrative and operational support while contributing to creative and PR initiatives in a fast-paced agency environment.

- Managed executive calendars, meetings, travel, and events
- Supported event planning from concept through on-site execution
- Assisted design and PR teams while overseeing office operations and sample trafficking

EDUCATION

State University of New York at Cortland — Bachelor of Arts in New Media Design