

# BLAKE BUTKIEWICZ

## CONTACT

[theblakecreative.com](http://theblakecreative.com)  
[linkedin.com/in/blakebutkiewicz](https://www.linkedin.com/in/blakebutkiewicz)  
[blakebutkiewicz@gmail.com](mailto:blakebutkiewicz@gmail.com)  
**(708) 698-0031**

## EDUCATION

**Illinois State University** 2016  
Bachelor of Arts Degree  
• Major: Photography  
• Minor: Art History

## ORGANIZATIONS

**Illinois State University**  
Team Handball 2012 – 2016  
• Vice President 2013 – 2014

**University Program Board** 2013 – 2014  
• Graphic Design Committee 2013 – 2014

## ACCOLADES

**National Intramural and Recreational Sports Association (NIRSA)**  
• Creative Excellence Award:  
Third Place Large Scale Signage 2016

**Illinois State University Division of Student Affairs**  
Campus Recreation  
• Team Member of the Year 2016  
• Star Moment for Outstanding Work 2016

**Campus Dining Services**  
• Star Moment of Innovation by a Team 2015

## SKILLS

|                     |  |
|---------------------|--|
| Photoshop           |  |
| InDesign            |  |
| Illustrator         |  |
| Bridge              |  |
| Acrobat             |  |
| Avid Media Composer |  |
| Blender             |  |
| Word                |  |
| PowerPoint          |  |
| Excel               |  |
| Teams               |  |
| Outlook             |  |
| Constant Contact    |  |
| Social Media        |  |
| PC                  |  |
| MAC                 |  |

## EXPERIENCE

**Levy Restaurants | Seasonal & Special Event Barback** 2018 – 2021

- Maintained order and cleanliness of the entire bar and all of its contents
- Stocked the entire bar with beer, liquor, wine, glassware, and other essential bar supplies

**The William Everett Group | Marketing & Branding Consultant** 2020 – 2021

- Lead initiative to build a consistent and professional brand for the company
- Developed and edited company advertisements, print and digital collateral, and social media content
- Assisted with the monitoring and tracking of RFPs and the development and designing of proposals to reflect that of the company's identity
- Aided in searching for prospective consulting opportunities from various procurement sources to drive business and expand both the company's client portfolio and scope of services

**SpiralTech | Marketing Coordinator** 2019 – 2019

- Created print and digital marketing including email blasts, web content, brochures, signs, and additional mediums
- Maintained the company's social media presence by posting original and engaging content across all social platforms
- Provided support to the sales team through the creation of a handbook and implementing improved sales strategies
- Formulated and implemented a strategy for the company's publication marketing while staying within a budget
- Coordinated all aspects of local and international events that the company sponsored, exhibited in, or hosted including our annual event that 150 doctors from across the globe attended and participated in

**Mack & Associates | Temporary Assistant** 2018 – 2019

- Processed new sales leads while updating accounts, profiles, and contacts within a database (for Choose Chicago)
- Created a wheelchair accessibility guide for Chicago's top 25 tourist attractions (for Choose Chicago)
- Generated and processed expense reports for six brokers using Workday (for Cushman & Wakefield)
- Edited and created market surveys spanning various sites using CoStar & PowerPoint (for Cushman & Wakefield)

**Marcus & Millichap | Marketing Coordinator** 2017 – 2018

- Created print and digital marketing materials including email campaigns, marketing packages, and proposals
- Drafted purchase, representative, and other legal agreement documents for buyers and sellers
- Edited photographs, aerials, site plans, and property drawings to market properties to potential buyers
- Developed branding concepts for a sub-brokerage team within the company

**Temporary Work | Temporary Assistant** 2017 – 2017

- Answered and directed phone calls (for Esquire Recruiting)
- Completed and updated scheduling for customer orders (for Esquire Recruiting)
- Contacted vendors and edited their information within the company's database (for Beacon Hill Staffing)

**Illinois State University | Student Employee** 2012 – 2016

**Campus Recreation | Graphic Designer** 2015 – 2016

- Produced print and digital promotional materials for the department
- Captured, edited, and cataloged photographs for the department's programs and events
- Created an award-winning mural and signage for a new area of the Student Fitness Center
- Implemented Snapchat as a social media platform and marketing tool through the creation of promotional geo-filters

**Campus Recreation | Sport Club Supervisor** 2012 – 2016

- Supervised 22 college sport clubs' practices, competitions, and special events
- Interviewed, trained, and oriented new student team members throughout six hiring sessions
- Served as the sole undergraduate team member on a faculty hiring committee

**Campus Dining Services | Graphic Designer** 2014 – 2016

- Produced print and digital signage that promoted the department and its events
- Photographed events providing content to be used within for future marketing purposes
- Created and implemented design standards used across all marketing collateral
- Designed logos and identities for new areas within a dining center