

BLAKE BUTKIEWICZ

CONTACT

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(708) 698-0031

EDUCATION

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

ORGANIZATIONS

Illinois State University
Team Handball 2012 – 2016
• General Member 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 for Innovation by a Team 2015

SKILLS

Photoshop	<div style="width: 80%;"><div style="background-color: black; width: 80%;"></div></div>
InDesign	<div style="width: 75%;"><div style="background-color: black; width: 75%;"></div></div>
Illustrator	<div style="width: 70%;"><div style="background-color: black; width: 70%;"></div></div>
Bridge	<div style="width: 65%;"><div style="background-color: black; width: 65%;"></div></div>
Acrobat	<div style="width: 60%;"><div style="background-color: black; width: 60%;"></div></div>
Avid Media Composer	<div style="width: 55%;"><div style="background-color: black; width: 55%;"></div></div>
Blender	<div style="width: 50%;"><div style="background-color: black; width: 50%;"></div></div>
Word	<div style="width: 45%;"><div style="background-color: black; width: 45%;"></div></div>
PowerPoint	<div style="width: 40%;"><div style="background-color: black; width: 40%;"></div></div>
Excel	<div style="width: 35%;"><div style="background-color: black; width: 35%;"></div></div>
Constant Contact	<div style="width: 30%;"><div style="background-color: black; width: 30%;"></div></div>
Social Media	<div style="width: 25%;"><div style="background-color: black; width: 25%;"></div></div>
PC	<div style="width: 20%;"><div style="background-color: black; width: 20%;"></div></div>
MAC	<div style="width: 15%;"><div style="background-color: black; width: 15%;"></div></div>

EXPERIENCE

Jewel-Osco | Store Associate March 2019 – Present
• Stock and face all grocery product in the store maintain its appearance (Grocery)
• Prepare bake shop product for the next day's bake (Bake Shop)

Levy Restaurants | Seasonal/Special Event Barback June 2018 – Present
• Maintain order and cleanliness of the entire bar and all of its contents
• Stock the entire bar with beer, liquor, wine, glassware, and additional essential bar supplies

SpiralTech | Marketing Coordinator March 2019 – October 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 November 2018 – March 2019
• Processed and built new sales leads while updating accounts, profiles, and contacts within a database (Choose Chicago)
• Created a wheelchair accessibility guide for Chicago's top 25 tourist attractions (Choose Chicago)
• Generated and processed expense reports for six brokers using Workday (Cushman & Wakefield)
• Edited and created market surveys spanning various sites using CoStar & PowerPoint (Cushman & Wakefield)

Marcus & Millichap | Marketing Coordinator November 2017 – April 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

Esquire Recruiting | Temporary Assistant September 2017 – November 2017
• Answered and directed phone calls
• Completed and updated scheduling for customer orders

Beacon Hill Staffing Group | Temporary Assistant August 2017 – September 2017
• Uploaded, reviewed, and processed invoices and certificates of insurance for ten properties
• Contacted vendors and edited their information within the company's database

Binny's Beverage Depot | Sales Associate October 2016 – May 2017
• Marketed products to customers providing recommendations based on their preferences
• Maintained the visual aesthetics of the store to promote sales and uphold the company's commitment to excellence

Illinois State University | Student Employee March 2012 – May 2016
Campus Recreation | Graphic Designer April 2015 – May 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
- Designed team member handbooks used by over 250 department employees

Campus Recreation | Sport Club Supervisor March 2012 – May 2016

- Supervised 22 college sport clubs' practices, competitions, and special events
- Provided support by maintaining calendars, evaluating event requests of 32 teams, and creating meeting agendas
- 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 August 2014 – July 2015

- 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