



MARY COX

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EXPERIENCE

- Jan 2022 - Present ● **Art Director**, *BLT Communications, Hollywood, CA*
 - Concepting and designing key art and promotional materials primarily for theatrical campaigns
 - Mar 2021 - Dec 2021 ● **Senior Designer**, *Gravillis Inc, Los Angeles, CA*
 - Concepting and designing key art and promotional materials for theatrical, broadcast, and streaming campaigns
 - Compiling presentation decks for client review
 - Oct 2019 - Mar 2021 ● **Art Director**, *Ignition Creative, Los Angeles, CA*
 - Concepting and designing key art and promotional materials for theatrical, broadcast, streaming, and home entertainment campaigns
 - July 2018 - Oct 2019 ● **Junior Art Director | Bullpen Lead**, *Ignition Creative, Los Angeles, CA*
 - Designing key art for theatrical, broadcast, and home entertainment campaigns
 - Coordinating schedules and monitoring the workloads and deadlines of the other Junior AD's
 - Nov 2017 - July 2018 ● **Graphics Coordinator**, *Buddha Jones, Hollywood, CA*
 - Serving as a primary point of contact during the Graphics Finishing process
 - Acting as the liaison to post facilities and studio clients to meet their requests, and make sure graphics are delivered correctly and on-schedule
 - Quality control to ensure renders are visually in line with the Art Director's and Producer's expectations, and technically at the requested specifications
 - Daily log of all offline and finished graphics created and sent out-of-house
 - Mar 2016 - Nov 2017 ● **Graphics Coordinator**, *MOCEAN, Los Angeles, CA*
 - Acting as the liaison between clients, designers and producers of other departments
 - Delegating projects to designers based on their interests and skill sets while being accountable for tracking their schedules and managing deadlines
 - Aide in scheduling freelance support based on incoming project needs
 - Facilitating workflow with high-profile projects while supervising the quality and accuracy of work output by the motion graphics/VFX team
 - Aug 2015 - Mar 2016 ● **Production Assistant**, *MOCEAN, Los Angeles, CA*
 - General office maintenance, organization and support
 - Assist with phone coverage and additional receptionist duties
 - Jan 2015 - Mar 2015 ● **Production Assistant**, *The Late Late Show, Los Angeles, CA*
 - Running errands and providing general support for all stages of production
 - Escorting talent to and from set
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EDUCATION

- Sept 2009 - May 2014 ● **Michigan State University**, *East Lansing, MI*
 - Bachelor of Arts; Studio Art, Concentration in Graphic Design
 - Bachelor of Arts; Media and Information, Specialization in TV, Cinema and Radio
 - June 2011 - July 2011 ● **Study Abroad**, *Mass Media in the United Kingdom, UK*
 - Six-week program studying professional media environments (i.e. BBC)
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SOFTWARE

Adobe Photoshop, InDesign, Illustrator, Keynote, Word, Excel, Powerpoint, Outlook, Teams, Google Docs, Basecamp, Slack