

Brita Vija Brookes

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Education

Oakland Community College
Associates in Graphic Design -
In Process. Deans List

Harvard University
Graduate School of Design
Cambridge, MA
M. Arch. - Master of Architecture

University of Michigan
Ann Arbor, MI
B.S. in Architecture

Lawrence Technological University
Southfield, MI
Certificate of Excellence
- Award in Architecture

Skills

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Bridge
- Adobe Lightroom
- Adobe Acrobat
- Microsoft Office
- Power Point / Prezi
- Social Media
- Photography
- Event Planning
- Writing/Content

About Me

Experienced marketing and graphic design professional with a strong foundation in the architecture, construction and design industry. I work on development of marketing materials, integrated branding campaign strategies, creative brief responses, social media, newsletter design, web page design and updates, conference materials, qualification and proposal responses, content development, graphic design, package design, book and magazine layout and promotional photography. I am very organized, I enjoy the creative process and I like seeing the results from team pursuits pay-off.

Experience

Senior Marketing Specialist **Jan. 2022 – Present**
Stantec | Berkley, MI | stantec.com

Preparation and design of multiple qualification and proposal responses simultaneously with a specialty in Education, Higher Education, Science & Technology and Special projects. Account management for multiple clients. Preparation and submittal of award entries. Management and coordination of architectural photography across geographies. Strategy and implementation for social media posts, blog content and announcements. Member of *Indigenous Relations Employee Resource Group*. Volunteer and official *AISES Full Circle Mentor* for 2021-2022. Co-Chair of Berkley office *Women at Stantec Employee Resource Group* 2021-2022.

Marketing Specialist | Graphic Designer **Jan. 2018 – Dec. 2021**
Stantec | Berkley, MI | stantec.com

Preparation and design of qualification and proposal responses for North Central Buildings Region. Design of print brochures, look books, invitations, presentations and leave-behinds. Preparation and submittal of award entries. Design of conference booth display banners and backdrops. Management and coordination of architectural and event photography. Strategy and implementation for social media posts, email and event announcements. Office Team leader for 2018 & 2019 *Stantec in the Community Week*. Volunteer for *Detroit Month of Design* for our local office. Member of *Indigenous Relations Employee Resource Group*. Volunteer and official *AISES Full Circle Mentor* for 2021-2022.

Marketing Coordinator | Graphic Designer **October 2016 – Dec. 2017**
Hobbs+Black Architects | Ann Arbor, MI

Preparation and design of qualifications and proposals for 3 office locations across the USA. Design of print brochures, look books, invitations, presentations, leave-behinds, postcards and staff business cards. Submittal of all award entries. Design of holiday and special event cards and invitations. Management and coordination of architectural and event photography. Staff photographer for staff headshots. Design and management of all social media posts and blog content writing and design. Website design and updates via Squarespace. Design and creation of monthly newsletter via Mailchimp. Contact list organization and database updating. Publication editorial calendar planning, story pitching and writing of content for trade magazines.

Senior Graphic Designer **April 2016 – Sept. 2016**
HoMedics, Inc. | House of Marley | JAM Audio | Commerce Township, MI
Massage, Relaxation, Wellness & Audio Product Package Design

Package Design and Display Design for retail brands including photo asset management. Use of dielines and Adobe Creative Suite for all package design. Design and production of instruction books and manuals in print and web. Creation of UBC Codes and SCC codes for packaging labels. Design of advertisements, hang tags, stickers, brochures, and sales presentations. Brand guideline booklet concept and development. Management of lifestyle photography auditions and test shots (by me). Management of large digital asset library. High pressure product line package design position.

Community

SMPS

Planner for 2018 'Markitect'
Conference

Detroit Design Core

Volunteer for Detroit Month of
Design 2018, 2019

Volunteer for Detroit AIA Honor
Awards 2019, 2020

American Indian Science and Engineering Society (AISES)

Member

Volunteer and Official Mentor
for the Full Circle Mentorship
Program

The ARK Ann Arbor

Volunteer
2015-2020

Detroit Scarab Club for the Arts

Past Board Secretary

Detroit Music Hall for the Performing Arts

Past Trustee & Co-Chair for the
Aretha Franklin Jazz Cafe

Marketing Coordinator | Graphic Designer

Feb. 2015 – Feb. 2016

Fieldstone Architecture & Engineering | Auburn Hills, MI

Design of graphic content in print and web for an architectural and engineering office located in Michigan, Florida and Minnesota. Design of print brochures, business cards, signage, trade show display, flyers, posters, RFP/RFQ responses and advertisements. Writing and issuing of press releases. Design and distribution of email newsletter, internal events, and website updates using Adobe Muse to target new demographics. Maintenance of image and graphics files. Maintenance of contacts and marketing files. Event planning: ribbon cuttings, home tours, charity drives, client events, golf outings. Schedule and implement architectural and team photography for use in marketing materials. Created all new online brochure library. Created and wrote all new blog content. Created all new image library.

Graphic Designer - Page Layout

Oct 2016 – 2020

Ferndale Friends LLC Publications & City Guidebooks | www.ferndalefriends.net

Graphic design team of two people. Bimonthly newspaper layout design, file packaging and print production review. Local community newspaper in Oakland County. Responsible for the design of the new Hazel Park City Guidebook and the new Oak Park City Guidebook. Cover design for multiple issues and guidebooks. www.ferndalefriends.net

Graphic Designer Book Layout

2016 – 2018

Oceanview Publishing | Longboat Key, FL | www.oceanviewpub.com

Freelance advertising design for the publishing house on Longboat Key, FL. Back Cover and Spine layouts for new publications as needed. All work done on template dieline for Ingram.

Photographer Contributor

April 2016 – Nov 2017

Sound and Silence Media Group LLC | USA

Photographer for the music based media agency. Weekend festivals & Concerts.
www.sound-and-silencemedia.com

Photography Intern for Music & Special Events

April 2015 – 2020

Detroit Metro Times | Ferndale, MI | www.metrotimes.com

Photographer on-call for assignment for the Detroit Metro Times an entertainment weekly newspaper and web page. Assigned music concert and festival coverage in the Southeast Michigan area. Responsible for Instagram and Twitter posts after events. Completed Internship. Photos published in both print and web. Under the supervision of the Editor.

Media Production Assistant Architectural Publications

2013 – 2015

Society for College and University Planning (SCUP) | Ann Arbor, MI | www.scup.org

Design of graphic content for architectural planning conferences held throughout North America. Print design of registration forms, member booklets, program books, conference guides, planning books and journals, magazines, marketing materials, postcards, posters, banners, flags, signage, way finding, advertisements, sponsorship, workbooks, and event branding. Design of artwork for web. Preparation of photographic and text assets for use on web including mobile mastheads, web banners, sidebars, charts, diagrams, stock photo procurement, interactive forms, QR codes and logo design. Video editing of google hangouts for use on web. Exhibition design.

Founder, Graphic Designer, Writer, Marketing

June 2010 – present

Four Colours Productions | www.four-colours.org

Founder of small Children's Book collaboration that writes, designs and self-publishes English and Ojibwe language children's and beginner language learners stories. Works include 7 titles, accompanying coloring books and toys, counting cards, and seasonal learning items.

Architectural Experience

Hamilton Anderson Architects & Associates

2008–2009 until recession

Arch Project Manager | Historic | Higher Ed | Detroit, MI

Architectural Project Manager for Higher Educational Projects, Historic Renovations at Wayne State University ranging from \$100,000 to \$2,000,000 in budget. Responsible for writing, awarding, managing all contracts, project accounting, scheduling, delegation of staff and project meetings. Massive company lay-off due to recession of 2008.

Walbridge Aldinger Corporation | Detroit, MI

2001–2007

Project Engineer | Assistant Project Manager | Marketing

- PROJECT ENGINEER for the renovation and new addition to the **Detroit Institute of Arts**. Responsible for all project submittals, RFI's, drawing organization, phasing diagrams for moving into new work areas, change order management, contract execution, meeting minutes, Cx, and above ceiling coordination of trades for shop drawings. Three year assignment.
- ASSISTANT PROJECT MANAGER for the renovation and restoration of **Historic Fort Wayne** Detroit. Responsible for the contract administration of the project. Responsible for Timberline profit and loss reports, site management, bid packages, Cx, change order management, permit process follow up, client meetings and communication with SHPO and the National Park Service. Two year assignment.
- BUSINESS DEVELOPMENT agent for the **Heavy Civil and Special Projects**. Responsible for creation of RFP booklets, writing copy, design of resumes, covers, project profiles and form creation. CRM management for assigned contacts. Data entry and follow up with potential clients and proposal reviews. Federal and Municipal pursuit process experience.

Barton Malow Company

1999–2001

Project Engineer | Southfield, MI

Project Engineer for the new School of Business at Oakland University. Responsible for all project submittals, RFI's, drawing organization, change order management, contract execution, meeting minutes, close out docs and punch list completion.

Steven C. Flum Architects Inc

1997–1999

Associate Architect | Detroit, MI

Associate architect for the design and development of many historical renovations in the City of Detroit. Conceptual sketches, design development, permit review and applications, renderings, historical review SHPO and zoning presentations. State Historical review approvals from Lansing, Mi. Basic AutoCAD 2D plans, elevations, sections, details and schedules. Historic Tax Credit applications. Community Block Grant work. Commerical.

Bert Bender & Associates | Associate | Key West, FL | IDP Requirements, Historic & Renovation

1994-1997

James P Ryan Architects | Junior Designer | Farmington, MI | Sommerset Mall Expansion

1990–1991

Summer Internships:

Arquitectonica International MIAMI, FL 1989

TMP Architects 1987

Howard Nudell Architects 1985

University Teaching Experience

Wayne State University

2003–2008

Adjunct Design Professor | Design Studio | Interior Design Program | Evening Studio Twice a Week

Teacher of interior design studio for sophomore and senior level interior design students. Director Dennis Robare.

Lawrence Technological University

1999–2002

Adjunct Design Professor | Integrated Design Studio | School of Architecture | Afternoon 3 Times a Week

Teacher of Integrated Design Studio for Sophomore level architectural students - integrated studio with Will Allen. Director Edward Orłowski.