

LIZZIE COFFEY

EXECUTIVE ASSISTANT, GRAPHIC DESIGNER

Lexington, KY

(859) 953-3071

elmtree.one@gmail.com

freshcoffey.com

EXPERIENCE

Executive Assistant to a Chief Officer

Fayette County Public Schools | Lexington, KY | Sept 2023 – Present
Performed administrative duties for the chief officer of the Office of Student Belonging and Success and Stronger Connections Grant, including managing budget, purchase orders, reimbursements, time and attendance, contracts, email management, and supplemental payroll. Designed visual communications (signage, flyers, newsletters, presentations) using Canva and Adobe. Coordinated event logistics to support department branding and outreach. Provided organizational and communication support, including minute-taking, for the Equity Council Committee, a subcommittee of the Board of Education.

Owner & Principal Designer

Fresh Coffey Design Co. | Lexington, KY | Jan 2016 – Present
Manage all administrative and financial operations for an independent design business, including client intake, contract execution, project budgeting, and invoicing. Simultaneously lead multiple visual branding and promotional campaigns for diverse clients, ensuring all deliverables meet deadlines and brand guidelines. Serve as the primary point of contact to resolve inquiries, consult on design strategies, and deliver final creative assets across web, print, and digital media.

Receivings Manager and Supervisor

Buds Police Supply | Paris, KY | Mar 2020 – Sept 2023
Supervised 12 employees and used Counterpoint, Excel, and Warehouse Manager to keep track of projects and inventory in the warehouse. Managed invoices and worked with regional managers to improve day-to-day efficiency and to solve any issues in the warehouse. Reorganized warehouse to increase productivity and efficiency.

Graphic Designer - Large Format Printing Specialist

Southland Printing | Lexington, KY | Aug 2019 – Mar 2020
Large Format Printing specialist and designer. Worked one-on-one with clients using Adobe Suite to design and print their ideas, including billboards, car wraps, murals, signs, package design, and business cards. Led multiple projects at once and collaborated with other graphic designers and print specialists.

Graphic Designer / Communications Specialist

Buds Gun Shop | Lexington, KY | May 2018 – Aug 2019
Used Adobe Suite to create digital and print marketing pieces, email campaigns, and photography for 3 retail stores as well as Bud's online marketplace. Shot and edited video for social media, YouTube, and interoffice training videos. Worked within a marketing team to create consistent branding throughout the company, including designing the company's brand guidelines and email communications.

Graphic Design Intern

Awesome Inc | Lexington, KY | July 2015 – Dec 2016
Used Adobe Suite to create magazine covers, T-shirt designs, logos, event programs, and invitations. Event photography and photo editing, created posters and designs for the office space. Designed the brand guideline handbook for the company.

EDUCATION

University of Kentucky

Major: Digital Media and Design B.S.
Minor: Business

Magna Cum Laude

Aug 2014 - May 2018

AWARDS

- 2025-2026: Department Employee of the Year
- May 2026: Formally Recognized by the Equity Council Committee

COMMUNITY LEADERSHIP

Board Member- Lexington Friends Preschool
AUGUST 2025 - PRESENT
Serve on the board, provide guidance to the Executive Director, and assist with marketing, social media, graphic design, and community outreach.

Board Member- Lexswing Dance (non-profit)
Aug 2017 - Mar 2020
Serve on the board and assist event planning, social media, graphic design, and community outreach.

REFERENCES

Dr. Soraya Matthews

Chief Officer, Fayette County Public Schools
Cell: (859) 494-6802
Email: Soraya.matthews@fayette.kyschools.us

Dr. Basel Touchan

Executive Director, GlobalLex
Cell: (857) 200-7320
Email: Btouchan@lexingtonky.gov

SKILLS

- Problem Solving
- Event Planning
- Google & Microsoft 365 suites
- Print Design
- Communication
- Presentation Design
- Adobe Suite/Canva
- Branding