

# Lizzie Coffey

Graphic Designer, Executive Assistant

639 Kingston Road  
Lexington, KY 40505  
(859) 953-3071  
elmtree.one@gmail.com

## EXPERIENCE

### Executive Assistant to a Chief Officer

Fayette County Public Schools | Lexington, KY

SEPTEMBER 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.

- 2025-2026 Departmental Employee of the Year

### Receivings Manager and Supervisor

Buds Police Supply | Paris, KY

MARCH 2020 – SEPTEMBER 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

AUGUST 2019 – MARCH 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, wall 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 – AUGUST 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 – DECEMBER 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 hand book for the company.

## EDUCATION

### University of Kentucky

*Magna Cum Laude*

AUGUST 2014 - MAY 2018

Major: Digital Media and Design B.S.

Minor: Marketing

## ADDITIONAL EXPERIENCE

### Freelance Designer - Coffey Designs

JANUARY 2016 - PRESENT

Work with clients to create logo, branding, and promotional designs, as well as t-shirt designs, banners business cards, newspaper layouts, web design and art commissions.

### Graphic Designer - Lexswing

SEPTEMBER 2016 - SEPTEMBER 2019

Contributed all the print and web design for the non-profit. This included all the promotional material and web design.

## REFERENCES

### Dr. Soraya Mathews - Chief Officer

Fayette County Schools

Cell: (859) 494-6802

Soraya.matthews@fayette.kyschools.us

### Dr. Basel Touchan -Executive

Director, GlobalLex

Cell: (857) 200-7320

Btouchan@lexingtonky.gov

### Jeff Huffman -Technology Support

Team Lead, Fayette County Schools

Cell: (859) 552-3058

jeffrey.huffman@fayette.kyschools.us

