



Jan Bigas

Creative Services Manager

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Falls Church, VA

A zestful creative professional who successfully delivered over 100+ projects, knows how to grow promising talent, and is invested in client satisfaction. Co-led a 4-person department to its highest grossing year, \$200k+, while redefining a firm's brand along the way. Experienced in project management, proposal preparation, and multidisciplinary coordination. Passionate about good work and better people.

WORK

Michael Marshall Design — *Art / Creative Director*

Washington, DC | April 2017 - Present

- Oversaw 100+ projects on-time and on-budget.
- Generated \$225k+ of revenue in one year, the department's highest since its foundation.
- Emphasized client-satisfaction and above-and-beyond quality designs securing approximately 8 unique repeat clients.
- Led and supported a company-wide brand refresh which included: logo, website, new marketing materials; and more.
- Provided new service opportunities (e.g: word-based template design, data input, Adobe Suite Tutorials), securing two consecutive \$60K+ projects and other opportunities.
- Directed, coordinated and oversaw the company's biggest request for proposal response in its history; involving over 15 multidisciplinary firms from across Washington, DC and 180 pages.
- Received yearly high-remarks from on-staff designers for fostering an inviting, amicable and a respectful atmosphere.

Tools: Adobe Suite, Deltek Management System, Microsoft Office Suite

Marshall Moya Design — *Project Designer (Architecture)*

Washington, DC | February 2016 - April 2017

- Responsible for architectural perspectives, diagrams, and other architectural related assets.
- Assigned as the main liaison between the architecture and branding departments.
- Assisted branding department with marketing collateral.

Tools: Autocad, Revit, Sketch-Up, Photoshop, Illustrator

ERERAS Arquitectos — *Project Designer (Architecture)*

San Juan, Puerto Rico | October 2014 - October 2015

- Responsible for all architectural perspectives, graphics, proposals and complementary assets.
- Proposed a brand refresh, website redesign and accompanying marketing collateral as needed.
- Prepared a project walkthrough video that was distributed throughout Puerto Rican government agencies.

Tools: Autocad, Revit, Sketch-Up, Rhino, Lumion, Photoshop, Illustrator

TOOLS

Adobe Creative Suite (Illustrator, Photoshop, Indesign, Premiere, Audition, Acrobat), Microsoft Office (Word, Excel, Powerpoint) Autocad; Revit; Deltek

SOFT SKILLS

Project Management, Proposal Preparation, Planning and Estimating, Consultant Coordination, Technical Literacy, Production Design and Development, Creative Thinking and Strategic Planning, Web Design and Social Media Management

LANGUAGES

English (Native Speaker)
Spanish (Native Speaker)

EDUCATION

Bachelors of Architecture / Graphic Design Minor
PCUPR School of Architecture
Puerto Rico | August 2009 - May 2014