

Neil Patrick Roa

2935 Dove Haven Ct Apt D, Charleston, SC 29414

Content Editor & Project Manager

803.807.6304 | neil@roavisions.com

Industry Education

The Art Institute of Charleston — Graduation Date: December 2014

Bachelor of Fine Art: Graphic Design

Professional Experience

Multi-Department Executive

10/2021 – Present

Elevate Training (ElevateBDG & ElevateUSA)

Marketing

- Project management and administrative needs
 - » Manage workflow pipeline, stakeholder/team expectations and deliverables
 - » Supervise logistics planning and correspond with vendors/contractors
 - » Maintain organization and visibility of all created assets
- Development, production, and maintenance
 - » Plan and scope new initiatives and their implementation
 - » Design strategy/infrastructure and generate deliverables
 - » Administer recurring upkeep on existing projects and tools

Proposals

- Bid research, writing, and support
 - » Discover information pertinent to RFP needs and determine project feasibility
 - » Draft and edit proposal content — statement of work, past performance, pricing, etc.
 - » Repurpose existing curriculum content into new training packages as needed

Technical Support and Operations

- Information technology management, moderation, and security
 - » Oversee technology implementation, analytics, and access
 - » Build preventative measures and sustainability processes
 - » Provide day-to-day/emergency technology support for internal/external team members

Owner & Managing Director

01/2011 – Present

Roa Visions

- Lead team through project development and production
- Develop and implement strategic planning in marketing
- Spearhead collaboration between creative professionals

Marketing Designer & Project Manager

03/2017 – 10/2020

Vizbii, Inc

- Designed proprietary Morphii product in conjunction with developers
- Managed communication design for both b2b and b2c purposes
- Developed and maintained brand and standards

Sr. Project Manager & Designer

09/2018 – 05/2020

UNA Health & r2 Ventures

- Developed product strategy and design in collaboration with leadership team
- Designed and produced marketing for trade shows and direct mail
- Implemented marketing strategy and schedule & designed asset calendar

Sample Portfolio

Available at roavisions.com/wp/callrail-portfolio/

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Professional Qualifications

Eager to learn, self-motivated, and dependable
Detail-oriented and analytical in design, copy-writing, formatting, and editing
Collaborative record of project management from founders and c-suite to user level
Expertise in production and design workflows for both print and digital publication
Articulate, diplomatic, and capable of receiving and delivering critique
Strong communication between internal teams and customer-facing data
Work efficient cross-platform in both Mac and Windows operating systems
Competent with digital SLR video/photography and equipment
Aptitude in app development building strategy, architecture and UX/UI design

Software Skills

Mastery of industry-standard software, including:

- Adobe Photoshop, Adobe Lightroom, and Adobe Bridge
- Adobe Illustrator and Sketch
- Adobe InDesign & Adobe Digital Publishing Suite
- Microsoft Office Suite, Google App Suite & Adobe Acrobat

Working knowledge of other industry software/systems, including but not limited to:

- WordPress, Webflow, Wix, & Squarespace
- Trello, Asana, Evernote, Basecamp, Abstract & Slack
- Adobe Premiere, Adobe Audition, & Final Cut Pro

Professional Organizations & Volunteer Experience

AIGA	09/2017 – 08/2018
The One Club For Creativity	10/2016 – Present
D&AD	11/2015 – Present
Art Directors Club	09/2013 – 10/2016

Professional Organizations & Volunteer Experience

State Board: Charleston Programming Director AIGA South Carolina	03/2018 – 08/2018
Diversity & Inclusion Committee: Volunteer AIGA South Carolina	01/2018 – Present
Charleston Planning Committee: Programming Director AIGA South Carolina	12/2017 – 08/2018
Charleston Planning Committee: Volunteer AIGA South Carolina	05/2017 – Present
Volunteer & Social Media Coordinator Revolve Conference	10/2015 – 10/2017

Professional References

Available upon request