

EEMAAN BUTT

Contact

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About

I am a Design Assistant with work experience at educational institutions and the print industry. A recent graduate with excellent skills in project management, team collaboration, and retail service.

Education

BFA, Graphic Design

University of Illinois at Urbana-Champaign (2025)

- Informatics Minor
- Work showcased in Graphic Design Student Exhibitions

Skills

Adobe Creative Suite

Photoshop, Illustrator, InDesign, Premiere Pro, Acrobat and Express

Figma

Clip Studio Paint

Foleon

Google Suite

Microsoft Office Suite

Asana

Jira

NetX

Webtools

Customer Service

Print Production

EPSON P8000, XEROX C60

HTML

CSS

Work Experience

2025

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2026

Visual Design Intern — Art Institute of Chicago (Chicago, IL)

- Supported designers and Creative Director in production process of museum wayfinding, informational signage, exhibition design and marketing materials using the Adobe Creative Suite, including trimming and mounting materials
- Typeset labels in permanent collection galleries and special exhibitions to match museum's label standards
- Assisted with the transport and installation of exhibition bond-paper mockup materials for curator review
- Collaborated with production vendors to ensure correct configurations for vinyl graphics and wayfinding stanchions
- Contributed to weekly design critiques, giving and receiving feedback on current projects

2025

Retail Sales Print Specialist — Staples (Norridge, IL)

- Produced a range of professionally finished products, including simple documents, blueprints, posters, invitations, business cards, and banners with same-day turnover
- Assisted customers with performing tasks on self-service printing machine, answering questions and troubleshooting when necessary
- Provided consultations for future printing orders in person and over the phone, building trust and ensuring full customer satisfaction

2024

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2025

Design Intern — Office of External Relations and Communications (Remote)

- Provided assistance in concept creation and execution of sublogos, flyers, booklets, brochures, and social media materials for major communications departments within the University of Illinois System, ensuring all products comply with system brand identity and web accessibility guidelines
- Generated digital newsletters promoting events, international university partnerships, and alumni success stories for the Illinois-Mexican and Mexican American Students Initiative (I-MMAS)
- Digitized the University of Illinois System 2024 Annual Report using the Foleon software

2022

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2024

Lab Assistant — School of Art & Design (Champaign, IL)

- Managed the rental and return process for audio/video equipment to Art and Design students and faculty
- Provided advice to patrons on potential equipment selection, along with troubleshooting unexpected problems

Volunteer Experience

2024

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2025

Lead Graphic Designer — Illini Esports (Urbana, IL)

- Redesigned the Illini Esports branding guidelines alongside three other designers on the GFX team
- Produced social media graphics for eight major competitive Esports teams and weekly community events
- Developed streaming assets to be used during live tournaments
- Served as main point of communication between GFX and non-design teams, ensuring projects progress smoothly and meet deadlines
- Attended monthly meetings with all admin members to check-in and propose new ideas to improve the organization