



Lillian Woodard

Summary

Graphic and print designer with a focus in marketing and copywriting. Experienced in remote graphic design and marketing, communicating an impactful and professional output. Organized and dedicated to be a great specialist and assistant.

Skills

- Adobe Photoshop, Illustrator, InDesign, Premiere Pro, and Express
- Basic HTML5/CSS, Moxi, Wix
- Microsoft Word, PowerPoint, Excel, and Outlook
- Marketing
- Copywriting and creative writing
- Associated Press (AP) style writing
- Digital photography
- Dotloop
- Contract management
- Slack

Licenses & Certifications

- Notary public
Issued April 2020
- Ohio Real Estate license (inactive)
Issued July 2020

Contact Me

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Kettering, OH

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[linkedin.com/in/lillianwoodard/](https://www.linkedin.com/in/lillianwoodard/)

Professional Experience

AUGUST 2025-OCTOBER 2025

BUSINESS OPERATIONS SPECIALIST, ADMIN ASSISTANT

CENTURY 21 The Gene Group | Centerville, OH

- Worked with 20+ Real Estate Agents as an administrative assistant, helped with contracts, contact management, emails, documentation, organization, and anything else they needed.
- Answered phones and emails pertaining to different open contracts, staying organized and on top of each one.
- Reviewed real estate contracts for errors and corrected them as needed, worked with clients directly to get important documents signed.

JULY 2024-AUGUST 2025

MARKETING SPECIALIST

Coldwell Banker Heritage | Dayton, OH

- Worked closely with Realtors® out of multiple offices on marketing and design needs. Ex: business cards, billboards, social media graphics, flyers, video work, copy, and logos.
- Provided in person and virtual meetings and assistance.
- Wrote and edited blog posts, captions, and listing descriptions.
- Collaborated with a team of marketers on campaign ideas, events, and community work.

AUGUST 2021-MARCH 2024

MARKETING CO-OP

YSI, Xylem Inc. | Dayton, OH | Fully remote

- Successfully met goals and deadlines while in a fully remote role.
- Wrote and designed a story for Mission: Water #10.
- Wrote a blog post for Water Blogged and assisted with graphics for many other blog creation projects.
- Designed a story for Mission: Water #9 and created promotional content.

Education

2019-2023

BACHELOR'S DEGREE IN DESIGN LEADERSHIP

The Modern College of Design | Kettering, OH

- Applied technical coursework in UI/UX design, marketing, social media, art direction, and copywriting.
- Completed general education courses in organizational communications, design thinking, and entrepreneurship.
- Successfully competed in the American Advertising Federation's National Student Advertising Competition in 2022 and 2023:
 - 2022 - Copywriting director and a member of the marketing and research teams. Placed 2nd at districts.
 - 2023 - Co-Creative Director, Marketing Director, and member of the leadership, research, and copywriting teams. Placed 2nd at districts.

2019-2021

ASSOCIATE DEGREE OF APPLIED BUSINESS IN DESIGN

The Modern College of Design | Kettering, OH

- Applied technical coursework in traditional print/package design, web design, and photography.
- Completed general education courses in English composition, art history, and quantitative mathematics reasoning.