

TRINA DUNCAN

Graphic & Web Designer
Print & Prepress Specialist
Digital Media Specialist
UI/UX Designer

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SUMMARY

Graphic & Web Designer with 5+ years of expertise in print production, digital media, and brand identity. I specialize in the transition from concept to final production, combining a deep background in prepress and technical workflows with a human-centered approach to UI/UX and emerging media. Currently an M.A. candidate at UGA, I leverage my production-ready mindset to build seamless, technically sound digital experiences that bridge the gap between traditional and digital design.

EXPERIENCE

Freelance Creative Graphic Designer & Photographer

TrinaDuncan.Design

July 2017 - Present, Monroe, GA

- Design print and digital marketing materials for various clients.
- Capture and edit photography for events and campaigns.
- Create visual content for social media engagement.
- Manage projects from consultation to delivery.

Graphic Designer & Premedia Production Specialist

Burman Printing

September 2021 - March 2026, Watkinsville, GA

- Design high-quality print and digital materials using Adobe Creative Suite to enhance customers' brand visibility.
- Create foil, emboss/deboss stamp, and die-cut dies for high-quality print finishes.
- Optimize variable data printing to enhance targeted mailing and personalization with Microsoft Excel and Adobe InDesign.
- Manage the full lifecycle of design projects, from conceptualization through production, ensuring client satisfaction and on-time delivery.
- Assist in the digital and offset printing processes, including plate-making, color matching, and quality control.
- Conduct rigorous pre-press checks to detect and rectify design errors, maintaining high production standards.
- Collaborate with sales to align project deliverables with client quotes, ensuring accuracy and client satisfaction.

EDUCATION

Master of Arts in Journalism & Mass Communication -Emerging Media

University of Georgia

May 2026, Athens, GA

GPA: 3.6 / 4.0

Relevant Courses: Project Management & Innovation, Digital Media Design & Aesthetics, New Media Design, Web Development, Native App Development, Advanced Web Development, Emerging Media Storytelling

Bachelor of Science in Interdisciplinary Studies - Social Sciences and Humanities

University of North Georgia

May 2025, Dahlonega, GA

4x President's List Scholar

Bachelor of Arts in Interdisciplinary Studies

Concentrations: Media, Art & Culture, and Business

Young Harris College

Attended: August 2015 - March 2018, Young Harris, GA

Credits Earned: 76

Honorable Mention in Student Art Show

CERTIFICATIONS

Social Media Certificate / Hubspot Academy

April 2024 - May 2026

Social Media Simternship / Stukent Inc.

January 2024 - April 2024

Graphic Design Essentials Certificate / Canva

March 2026

TECHNICAL SKILLS

Design & Production: Adobe Creative Suite (InDesign, Illustrator, Photoshop, Lightroom, Acrobat, Premiere Pro), Canva, QuarkXPress, Kodak Preps, Kodak Prinergy Evo, PitStop Pro

Web & Development: HTML, CSS, SASS, JavaScript, Bootstrap, Swift, Xcode, WordPress, Visual Studio Code, Figma, FTP/Cyberduck

Project Management: Microsoft Office, Google Workspace, Asana, Salesforce, Slack, Dropbox

Marketing & Analytics: HubSpot, Hootsuite, Mailchimp, Constant Contact, Google Analytics