

INDEYAH TODMAN

Graphic Design

indeyah.todman@gmail.com

indeyahtodman.com (portfolio)

PROFESSIONAL SUMMARY

Creative and detail-oriented Communications professional with a strong passion for graphic design and video editing. Proven ability to produce engaging multimedia content that enhances brand messaging and supports organizational goals. Adept at managing projects, meeting deadlines, and collaborating across teams in fast-paced environments.

DESIGN EXPERIENCE

GRAPHIC DESIGN & ADMINISTRATIVE ASSISTANT

University of the Virgin Islands Registrar's Office

SEP 2024 – APR 2025

St. Croix, USVI

- Created custom print materials for graduation, including name cards and diploma tube stickers.
- Created informational videos, signage, and digital flyers to support office initiatives.
- Digitized over 1,000 student records and helped streamline document workflows.

GRAPHIC DESIGN INTERN

The Yunus Emre Institute

JUN 2024 – AUG 2024

Washington D.C., U.S.

- Designed over 100 visually engaging social media visuals, enhancing the organization's online presence.
- Developed visual assets for company programs and employee handbooks.
- Coordinated the assembly of 300+ personalized gift bags for a high-profile company event.

HR & GRAPHIC DESIGN INTERN

Ocean Point Terminals

FEB 2024 – APR 2024

St. Croix, USVI

- Developed 20+ internal and external communications, including flyers, videos, and social media visuals.
- Elevated company initiatives with targeted materials such as rack cards, brochures, and newsletters.
- Contributed to planning and concept building for employee events.

KEY SKILLS

DESIGN & MULTIMEDIA

- Canva, Pixlr E, InDesign
- Wondershare Filmora, CapCut, Basic
- Motion Graphics
- Layout Design

CONTENT CREATION

- Social Media Posts, Stories, and Reels
- Content Strategy & Planning
- Flyers, Brochures, Ads, PSAs, Newsletters, Rack Cards

TECHNICAL & INTERPERSONAL

- WordPress, Google Workspace, Microsoft Office Suite
- Event Support
- Detail-Oriented, Team Player, Culturally Aware

EDUCATION

University of the Virgin Islands

AUG 2020 – MAY 2025

Bachelor of Arts in Communication

Relevant Coursework:

- Basic Design
- Mass Media Research
- Intercultural Communication
- Communication Theory

ACHIEVEMENTS

INNOVATION AWARD

Using creativity, technology, & research to improve services at UVI

COMMUNICATION AWARD

Academic Excellence

TEAM AWESOME AWARD

Being a TEAM player who is Trustworthy, Engaging, Attentive, and Motivated at UVI

REFERENCES


Carlos Eton

Training Specialist

 CE@CarlosEton.com

Joyce Edwards

Associate Registrar

 joyce.edwards@uvi.edu