



ALLISON
GRIBBIN

PROJECT MANAGER / GRAPHIC DESIGNER



/PHONE:
207 671 7507

/EMAIL:
ALLISON.GRIBBIN@ICLOUD.COM

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/ PROFILE

Hello! I'm Allison Gribbin. I am a detail-oriented project professional with a background in architecture and hands-on experience supporting construction and installation projects from concept through completion. I began my career studying architecture at Boston Architectural College, developing a strong foundation in spatial planning, construction methods, and technical documentation before transitioning into graphic design. After returning to Maine, I earned a B.A. in Graphic Design and Media Arts with a minor in Web Design.

In my previous role as a Project Manager in tile sales at Old Port Specialty Tile, I worked closely with contractors, designers, and installers to manage project scope, materials, and timelines. My responsibilities included scheduling project timelines, tile layout planning, material takeoffs, product specification, reviewing plans and shop drawings, and coordinating installation logistics to ensure accuracy and efficiency on site. I regularly managed multiple projects simultaneously, facilitated communication across teams, and resolved field challenges to keep projects on schedule and aligned with client expectations.

/ WORK EXPERIENCE

Project Manager 2023-2026

Old Port Specialty Tile / 62 India Street Suite B Portland, Maine

Managed tile sales projects at Old Port Specialty Tile, coordinating with contractors, designers, and installers to define scope, materials, and timelines
Developed project schedules, performed material takeoffs, and assisted with tile layout planning and product specifications
Reviewed plans and shop drawings to ensure accuracy and proper installation execution
Coordinated installation logistics and supported on-site problem solving to maintain project efficiency
Managed multiple concurrent projects while facilitating clear communication across all stakeholders
Resolved field issues to keep projects on schedule and aligned with client expectations

Freelance Graphic Designer 2018 - Present

AGraphicDesignCo / Portland, Maine

Designed branding and logos, plus print and digital marketing materials
Managed creative projects from concept to final delivery on deadline and budget
Ensured consistent brand identity across all assets
Collaborated with marketing team on creative development

Insurance Referral Specialist 2022 - 2023

InterMed P.A. / Remote

• Processed insurance referrals and authorizations for medical specialists and hospitals, including in-state and out-of-state providers.

Medical Front End Coordinator 2013 - 2022

InterMed P.A. / 50 Foden Road South Portland, Maine

Managed front desk operations and collaborated with department managers to implement new workflows
Supported administrative projects for COVID clinic operations, upper management, Urgent Care, and Lab departments

Showroom Coordinator 2010-2013

Old Port Specialty Tile / 51 Middle Street Portland, Maine

Managed showroom front desk operations, including client reception, phones, and design team support
Maintained and updated showroom displays for accurate, consistent product presentation
Coordinated tile orders with vendors, tracked deliveries, and ensured timely fulfillment
Arranged client warehouse pickups
Assisted with accounts payable for the Old Port store

/ CONTACT

PORTLAND, MAINE

Tele: (207) 671 7507

Email: allison.gribbin@icloud.com

/ EDUCATION

Graphic Design

2015-2018
SNHU

B.A. Graphic Design & Media Arts
with a minor concentration in Web Design

Architecture

2006-2008

Boston Architectural College
Architecture

/ SKILLS

Professional/Technical

- Project management experience in tile sales, overseeing projects from scope development through installation by coordinating with contractors, designers, installers, and vendors
- Managed project schedules, material takeoffs, product specifications, and tile layout planning to ensure accurate execution and timely delivery
- Reviewed plans and shop drawings to maintain installation accuracy and resolve field issues
- Coordinated logistics, managed multiple concurrent projects, and ensured alignment across all stakeholders to keep projects on schedule and within scope
- Strong design sensibility with ability to create brand-consistent print and digital assets under tight deadlines in high-volume environments
- Proficient in Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Bridge)
- Experience with print production processes and coordination with external vendors
- Knowledge of web, email, and social media marketing best practices
- Strong organization, problem-solving, and communication skills in fast-paced environments