

CHRISTINE COMSTOCK

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SUMMARY

Visual communication and design lead specializing in clear, structured systems for complex organizations. Experienced in translating intricate information into reports, presentations, and digital assets that support alignment, accuracy, and confident decision-making. Brings a detail-oriented, guideline-driven approach to design, production, and documentation workflows across marketing, institutional, and film-related environments.

EXPERIENCE

COMSTOCK STUDIO, INDEPENDENT — Visual Communication & Design Lead / 2017 - Present

- Design reports, presentations, and marketing materials used for stakeholder communications, sponsorship initiatives, and institutional outreach.
- Translate complex content into clear, structured visual systems across print, digital, and presentation formats.
- Maintain organized digital archives using consistent naming conventions, version control, and documented workflows.
- Apply brand, client, and institutional guidelines to ensure accuracy, consistency, and compliance prior to release.
- Track approvals, revisions, and final versions of assets across multi-stage review cycles.
- Support quality-control review of text, imagery, and layout to ensure precision and readiness for distribution.

AMERICAN FILM INSTITUTE, HOLLYWOOD, CA — Creative Director / 2010-2017

- Developed institutional marketing and film-related communications within a standards-driven, compliance-aware environment.
- Coordinated preparation, review, and distribution of promotional and archival materials requiring precision in credits, billing, and usage.
- Collaborated with communications, executive, and legal-adjacent teams to ensure adherence to documented organizational guidelines.
- Maintained records of approved materials, revisions, and supporting documentation for downstream teams.
- Supported the AFI Lifetime Achievement Awards for seven years, working extensively with filmographies, credit histories, and archival reference materials.

ZOOSHINE, LLC, LOS ANGELES, CA — Operations Lead / 2019

- Created documentation systems and asset-tracking workflows to support production operations.
 - Managed intake, organization, and version control of digital materials for efficient retrieval and reuse.
 - Supported guideline-driven processes to ensure timely and accurate delivery of finalized assets.
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CORE CAPABILITIES

Visual systems & brand frameworks • Reports & presentation design • Sales & stakeholder communications
Information hierarchy & clarity • Production design & asset delivery • Documentation & approval workflows
Version control & quality assurance • Cross-functional coordination • Print + digital workflows • Attention to detail
Reliability under deadlines • Discretion • Organized workflow • Clear written communication

TOOLS

Adobe Acrobat, Photoshop, Illustrator, InDesign • Keynote • Microsoft 365 (Word, Excel, Outlook, PowerPoint)
Google Workspace • WIX CMS • Canva • Slack • Monday

EDUCATION BFA, Moore College of Art & Design