



MELISSA J. MAYO, ACE

Sunburst Designs



CAPABILITIES STATEMENT

Mission

To transform technical, mundane information into attention-grabbing, easy-to-follow communications pieces.

Differentiator

Melissa J. Mayo, ACE, owner of Sunburst Designs

- Is an award-winning communicator with more than 20 years of experience in graphic design and brand management
- Is an Adobe Certified Expert (ACE) in InDesign
- Has advanced skills in Adobe Photoshop, Illustrator, Acrobat and Microsoft Office and knows how to seamlessly integrate the benefits of each program into your project
- Has proficient writing, editing and proofreading skills that can help maximize your message
- Has extensive knowledge of proper pre-press procedures

Core Capabilities

- Brand & graphic standards development & management
- Collateral materials (brochures, direct mail pieces, flyers, etc.)
- Environmental graphics
- Infographics, charts & graphics
- Photographic retouching & restoration
- Publications (annual reports, newsletters, journals & long documents)
- Social media identity

Local, Quasi, & Non-Government Agencies

City of Houston Department of Health and Human Services (DHHS)

- Care Connection Aging and Disability Resource Center (ADRC)
- Harris County Area Agency on Aging (HCAAAA)

Current Major Clients

- Baylor College of Medicine
- City of Houston DHHS (ADRC and HCAAAA)
- Dirt Dogs Theatre Co.
- Proincident (Managed Technology)
- Property Works (Lease Management)
- Third Plateau (Social Impact Strategy)

Past Clients

- British-American Business Council-Southwest
- Hyatt Regency Downtown (Houston)
- Ineos/Innovene
- Senior Guidance Directory, Inc.
- Stella Link Redevelopment Assoc.
- Storage Networking Industry Assoc.
- Texas Heart Institute
- University of Central Florida (UCF) Health/College of Medicine
- Women's Health Boutique

COMPANY INFORMATION

REGISTERED NAME
MELISSA J. MAYO

DBA
SUNBURST DESIGNS

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CORPORATION TYPE
SOLE PROPRIETOR

FEDERAL SMALL BUSINESS
CERTIFICATION
**EDWOSB
WOSB**

OTHER SMALL BUSINESS
CERTIFICATION
HUB (STATE OF TEXAS)
(VID: #181-0919447400; Vendor:
#494991; NIGP: 965-30 & 965-46)

WBE (HOUSTON)
(#15-12-13009)

**REGISTERED VENDOR
(HOUSTON) (#138395)**

D-U-N-S NUMBER
079595192

CAGE CODE
7AEU8

NAICS CODE
**541430
561410**