

# JESSICA CLAIRE

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## SUMMARY

Hello, my Name is Jessica Claire and I'm an entry-level Graphic Designer, Social Media Content Creator, and Photographer. I plan to extend my experiences to the end, reaching the goal to create Digital Media content for big social media influencers and companies. In my off time, I use my time to learn new trends of the year when it comes to marketing and design. I also take this time to practice within Adobe Suite programs to build upon my portfolio. Currently, I am at Lord Fairfax Community College to obtain an Associate's in Liberal Arts to transfer to a BFA in Graphic Design and Animation. I am excited about the future and how I can use my future experiences to build my portfolio.

## SKILLS

- Team management
- Individual training programs
- Skill development
- Recreation program leadership
- HTML and CSS mastery
- Detailed instruction
- Public speaking
- Learning skills development
- Student engagement
- Troubleshooting
- Training & Development
- Microsoft Office
- Graphic and Media Design
- Microsoft Office expertise
- Production standards
- Adobe AfterEffects
- Advertising familiarity
- Project management abilities
- Digital graphics
- Logo creation
- Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver)
- Website design
- Adobe Creative Suite
- Adobe Premiere
- Account management
- Trend Research
- Project management
- Photography background

## EXPERIENCE

### Graphic Designer, 11/2020 - Current

Harpercollins Publishers – Monmouth Junction, NJ

- Designed new, on-brand visual elements focusing on concept and messaging.
- Developed engaging marketing and promotional advertisements to generate sales revenue and grow customer base.
- Created beautiful, interactive print-ready graphics for licensed products to sell in retail stores and outlets.
- Leveraged proficiency in Adobe InDesign, Photoshop and Illustrator to design email blasts, catalogs, posters and other promotional materials.
- Directed advertisement, banner and signage projects from conceptualization to final delivery.
- Worked with customers to present mockups and collect information for adjustments.
- Selected colors and themes while adding functionality to create new designs.
- Conducted trend research to anticipate upcoming electronics trajectories and requirements.
- Generated digital image files for use in digital and traditional printing.
- Submitted design ideas to plan projects with customers and managers.

### Food Handler, 05/2019 - 12/2020

Cargill – Broadway, VA

- Opened kitchen each shift by preparing ingredients, equipment and workstations to meet day's needs.
- Cleaned utensils, dishes and glasses for customer use.
- Kept food at proper temperatures for consumer safety and documented numbers every 2 hours.
- Proposed updates to work processes and menus to boost productivity and eliminate food waste.
- Checked and recorded temperatures of refrigerator and freezer daily to verify proper working conditions.
- Organized ingredients and restocked supplies to prepare for busy periods.
- Cross-trained in other kitchen positions to support team and meet customer needs.
- Satisfied customers by quickly and accurately handling and preparing orders.
- Maintained organized, clean and sanitized work areas to meet company and regulatory requirements.
- Maintained clean and sanitized work area in accordance with food safety guidelines, avoiding cross-contamination of raw and prepared food products.
- Re-stocked, organized and arranged service and food stations.
- Employed knowledge of cutlery and culinary tools to prepare foods.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.

### Instructor, 05/2016 - 12/2018

Allina Health Systems – Faribault, MN

- Evaluated students to uncover learning deficiencies and devise improvement plans.
- Established objectives for lessons, modules and projects.
- Lectured full classrooms of Tae Kwon Do students on Fighting and Defense subjects.
- Built positive relationships with students, parents, colleagues and administrators.
- Delivered training program courses to meet validated agency requirements.
- Helped students meet diverse professional development goals.
- Observed and evaluated student performance and development and provided appropriate feedback on work.
- Tutored students requiring additional instructional assistance after class.

### Photographer, 07/2016 - 03/2018

Seaworld Parks – Williamsburg, VA

- Photographed special events, including parties and Church portraits.
- Cropped, manipulated and performed color-balance for final images.
- Selected and set up motion picture or television cameras and accessories.
- Used out-of-the-box thinking to obtain perfect shot.
- Improvised photographic methods and techniques.
- Adjusted apertures, shutter speeds and camera focus according to combinations of factors, including lighting, depth of field, subject motion and exposure speed.
- Collaborated successfully with variety of personalities and work styles.

## EDUCATION AND TRAINING

### Advanced High School Diploma: Fine Arts, 05/2019

Fauquier High School - Warrenton, VA

### Associate of Arts: Fine Arts, 08/2021

Lord Fairfax Community College - Middletown, VA

## WEBSITES, PORTFOLIOS, PROFILES

- <https://www.Claireportfolio.com/>