

JESSICA CLAIRE

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Summary

Goal-driven Graphic Designer successful at applying technical skills to create art to inform and engage customers. Clear communicator and collaborative team player with eye for detail and skilled in desktop publishing tools and graphic design software. Maintains technical knowledge by attending design workshops, reviewing professional publications and participating in professional societies. Knowledgeable Graphic Designer proficient in logos, marketing materials and website design. Offers complete business services to corporate clients, leveraging technical knowledge, creative eye for detail and current trends to deliver top-tier results. Versatile Graphic Designer with talent for developing unique custom artwork. Well-versed in generating innovative ideas and concepts. Collaborates with marketing and management teams to identify mockups and uses feedback to develop final drafts. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Responsible and motivated student ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills. Recent graduate with excellent research, technical and problem-solving skills. Detail-oriented and able to learn new concepts quickly. Motivated high school student with a track record of academic excellence looking for part-time work. Intends to develop professional work experience utilizing excellent communication and time management skills.

Skills

- Digital graphics
- Advertising familiarity
- Project coordination
- Corporate branding
- Website design
- Logo creation
- Supplies inventory
- Project management
- Adobe Premiere
- Production management
- Trend Research
- Avid Pro Tools
- Retail Space Planning
- Project management abilities
- Production standards
- Business development understanding
- Microsoft Office expertise
- Account management
- Retail operations management
- Photography background
- Consumer product development
- Staff development
- Graphic and Media Design

Experience

Freelance Graphic Designer, 01/2003 to Current

Nbc Universal – Charlotte, NC

- Used Illustrator, to create images and layouts.
- Utilized knowledge of production to create high quality images.
- Generated digital image files for use in digital and traditional printing.
- Produced projects for advertising and informational purposes.
- Developed, designed, laid out and produced variety of technical illustrations for brochures, banners and signs.
- Submitted design ideas to plan projects with customers and managers.
- Worked with customers to present mockups and collect information for adjustments.
- Created corporate brands by designing cohesive looks between logos and letterheads.
- Designed new, on-brand visual elements focusing on concept and messaging.
- Leveraged proficiency in Adobe InDesign, Photoshop and Illustrator to design email blasts, catalogs, posters and other promotional materials.
- Selected colors and themes while adding functionality to create new designs.
- Directed advertisement, banner and signage projects from concept to final delivery.
- Consulted with clients to define design requirements and manage product development projects.
- Developed engaging marketing and promotional advertisements to generate sales revenue and grow customer base.
- Prepared branding packages for point of sale displays, promotional materials and product packaging.
- Created personalized portfolio designs according to rigorous client specifications.
- Designed interactive graphics for licensed products on compatible consumer platforms.
- Formatted print and web application designs for projects with varying specifications.
- Maintained company websites updating with new products and corporate announcements as necessary.

Personal Assistant to Director, 11/2017 to 04/2023

Celestial Healthcare – City, STATE

- Organized personal and professional calendars with reminders for upcoming meetings and events.
- Ran errands to help with daily tasks, enabling employer to focus on more pressing duties.
- Checked personal and professional activities to remind employer of priority tasks and deadlines.
- Performed various clerical tasks and organized office areas to promote productivity.
- Maintained clerical correspondence via email and phone.

Service & Sales Officer, 01/2006 to 06/2010

The Hongkong And Shanghai Banking Corporation Limi – City, STATE

- Ran errands to help with daily tasks, enabling employer to focus on more pressing duties.
- Organized personal and professional calendars with reminders for upcoming meetings and events.
- Checked personal and professional activities to remind employer of priority tasks and deadlines.
- Performed various clerical tasks and organized office areas to promote productivity.
- Maintained clerical correspondence via email and phone.

Administration Assistant Manager, 10/2003 to 10/2005

Talent Wise Industrial Ltd – City, STATE

- Ran errands to help with daily tasks, enabling employer to focus on more pressing duties.
- Organized personal and professional calendars with reminders for upcoming meetings and events.
- Checked personal and professional activities to remind employer of priority tasks and deadlines.
- Performed various clerical tasks and organized office areas to promote productivity.
- Maintained clerical correspondence via email and phone.

Retail Operation Officer, 08/2000 to 01/2002

88 Fashion Ltd. – City, STATE

- Designed and implemented Installation Base Defensive Plans.
- Streamlined staffing resources to ensure proper rotational deployments.
- Ascertained security deficiencies to merge and align security requirements.
- Drafted and created Installation Base Defensive Plans.
- Wrote and implemented active shooter risk mitigation program.
- Authored active shooter risk mitigation program.
- Led unit's accurate monthly manpower posture update with zero downtime.
- Managed unit's accurate monthly manpower posture update.
- Identified security deficiencies to merge and streamline security requirements.
- Liaised with management to properly staff operations according to projected revenue.
- Supervised supply and mobility operations and special projects.
- Streamlined training and operations through modification of SOPs.
- Directed staffing resources to facilitate rotational deployments.
- Improved operational efficiency by optimizing and automating business processes.
- Identified new sources of revenue generation to increase annual corporate profit.
- Drafted reports and led presentations to inform upper management of operational inefficiencies and recommended improvements.
- Created training programs for personnel in preparation for full spectrum of operations.
- Supervised deployment planning and tasking.

Education and Training

Hong Kong Securities Institute License: Securities Institute Licensing , 01/2007

Hong Kong Securities Institute - Hong Kong

Insurance Intermediaries : Insurance Intermediaries , 01/2006

Insurance Intermediaries Qualifying Exam - Hong Kong, Kowloon

Certificate in Sales Training: Certificate in Sales Training, 08/1995

Dale Carnegie & Associates, Inc - Hong Kong, Kowloon

Associate of Arts: Certificate in Conversation English , 07/1995

Roberta Donovan Training Consultant - HONG KONG, Kowloon

Associate of Arts: Everything, 06/1979

Claire Sui Kui Memorial's School - Hong Kong, Kowloon

Languages

English:

Chinese (Mandarin):

Negotiated:

Negotiated:

Chinese (Cantonese):

Negotiated:

Accomplishments

- Developed relationships with 100 new clients and typically exceeded sales goals by 50%.
- Led team to achieve outstanding result, earning recognition from upper management and financial reward.
- Negotiated with vendors, saving company a lot of money annually.
- Created highly effective new program that significantly impacted efficiency and improved operations.
- Consistently maintained high customer satisfaction ratings.