

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Summary

Accomplished Graphic Designer with over 15 years experience in graphic design: camera ready, color separation, layout, editing, research, advertising, public relations, project manager, photography, web ad and logo design, etc. Excellent communication skills Effective problem solver and multi-tasker *4-color separation, fake color & digital photography Research and edit material for final publications *Detailed oriented, always met deadlines Proficient in organizing & monitoring large projects *Effective Spanish translator and interpreter Excellent customer service and team player

Highlights

- Mac & Windows platforms
- Hardware: Scanners, laser & inkjet printers, and large format color poster printers
- Software: Adobe CS5: Photoshop, Illustrator, Dreamweaver, InDesign, Flash, Acrobat Pro 9.5, Corel Draw X6, Photoshop Elements 8, MS Office and Visio Professional. Adobe Flash CS5.5 animation certification.
- Cameras: 35 mm and digital cameras: Canon Rebel Xti and Sony F828
- Typing: 80

Accomplishments

Experience

Freelance Graphic Designer, 09/2008 to Present

Philadelphia, PA

- Logo designs, color separation, duotones, book covers, banners, website buttons, thesis, portfolios, brochures, menus, web design, multimedia presentation, pre-press, illustration, animation, movie clips, magazine covers, etc.

Fine Artist

Weehawken, NJ

- Commission work in 2D (illustration, airbrushing, charcoals, oils, acrylics, etc.) and 3D (functional and decorative pottery and clay sculpture in cone 9 and raku).

Visual Merchandising Manager, 10/2004 to 08/2008

Reachmobi – City, Japan

- Created marketing campaigns to launch new products or services or to promote large annual events; such as: wine festivals, fashion shows, book signings, celebrity meet and greets, etc.
- Ordered computer hardware, office supplies, graphic tools and materials.
- Conceived, initiated and developed original designs, concepts and visual layout to create several publications, exhibits, presentation materials, using stock photography, own digital images taken with digital cameras and illustration by selecting appropriate typography, size, paper stock, weight and color to print logos, menus, bi/trifold brochures, flyers, posters, food menus, placemats, booklets, magazine covers, tickets, signs, TV/presentation slides, t-shirt designs, bookmarks, newspaper ads and pages, certificates, diplomas, web page ads, CD covers, forms, banners, teasers, etc.
- to promote several in-store events, programs, sales, book signings, fashion shows, and large community events: wine festivals, book signings and celebrity meet and greets.
- Contacted and maintained excellent business relations with local print shops, vendors, community leaders, public affairs office.
- Possessed full knowledge of required print shop forms; such as: single item, hot shop, and weekly, quarterly and monthly requisition forms.
- Proficient with print shop guidelines, including time requirements and layout presentations for camera ready artwork.
- Remained abreast of the technical characteristics of reproduction processes; such as: offset and screen printing, mechanics of cropping, scaling and reproduction costs.
- Jessica.
- Claire Page 2 Key Accomplishments: Implemented a new initiative by designing and creating historical panels for the Air Force and Marines Military Clothing Stores (MCSS) in Okinawa.
- New initiative was implemented in the Pacific Region.
- Successfully reached my goal by reducing office expenses to 33.33% in 2007 versus 2006.

Visual Information Assistant, 04/2000 to 05/2004

Swatch Group

- Provided expertise in graphic design and marketing strategies to promote programs and events for 19 facilities on base.
- Prepared, edited and coordinated the editorial design and layout of our weekly 319 Force Support's activity page "Northern Highlights" a 4-page insert for the base newspaper, "The Leader".
- Collected events and programs information from facility managers, edited and designed the layout of our monthly 2-color, 8-page brochure, "The Guide".
- Assigned by Base Commander and 319th Services Deputy Commander to design color logos for base annual winter and summer bash.

Education

Las Vegas, NV, Adobe CS5 Certification: 07/2013

LV PITA Professional Institute of Technology

BFA: Visual Arts, 05/2000

University of North Dakota Walton Community College - Grand Forks ND FL

GPA: GPA: 3.80

Visual Arts GPA: 3.80

AS: Graphic Arts Technology, 08/1993

GPA: GPA: 3.55

Graphic Arts Technology GPA: 3.55

Languages

Spanish: Read, write, speak fluently, and translate *Black & White/Color digital and traditional photography

Interests

Project 150, October 2015-ongoing, Graphic Designer and Visual Merchandising The Center: "ArtRageous Event", May 2015, Set up artwork for auction Habitat for Humanity, Jan 2015, Material collector Okinawa Special Olympics, Jan 2005, helped set up event Red River Valley Gymnastics, 1999-2004, graphic designer, photographer, and event planning American Red Cross, Grand Forks Flood, April 1997, voucher and claims processor

Additional Information

- AWARDS AAFES Pacific Commander's Coin, AAFES Okinawa Exchange, Okinawa, Japan, 08/2008. AAFES Excellence Award AAFES Okinawa Exchange, Okinawa, Japan, 08/2008. Employee Holiday Special Recognition Award, AAFES Okinawa Exchange, Okinawa, Japan, 12/2006. Outstanding Performance Award, 319th Services Squadron, Grand Forks AFB, ND, 01/2001.
- VOLUNTEER Project 150, October 2015-ongoing, Graphic Designer and Visual Merchandising The Center: "ArtRageous Event", May 2015, Set up artwork for auction Habitat for Humanity, Jan 2015, Material collector Okinawa Special Olympics, Jan 2005, helped set up event Red River Valley Gymnastics, 1999-2004, graphic designer, photographer, and event planning American Red Cross, Grand Forks Flood, April 1997, voucher and claims processor

Skills

3D, acrylics, Acrobat, Adobe, Dreamweaver, Photoshop, ads, Air Force, animation, banners, bash, book, brochures, brochure, bi, CD, Color, Hardware, computer hardware, Corel Draw, designing, digital cameras, editorial, fashion, Flash, forms, functional, graphic design, graphic, illustration, Illustrator, InDesign, inkjet printers, laser, layout, logos, Logo, Mac, marketing strategies, marketing, materials, MS Office, office, Windows, multimedia, newspaper, Operating Systems, page, photography, 35 mm, camera, Cameras, posters, pre-press, presentations, print shop, printers, processes, publications, Read, sales, scaling, Scanners, sculpture, Spanish, TV, typography, Typing, Visio Professional, web design, website, web page