

JESSICA CLAIRE

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Summary

Leadership, Activates, Honors and Awards.

- Member of the Responsible Action and Leadership imitative (R.A.L.I); participating in Rebuilding Our Nation anti-apartheid project, Atlantis, South Africa.
- Achiever Award for Leadership 1994, Cape Town, South Africa.
- Discovered ancient historical Native American snowshoes in a cave in the mountains of Nevada on an expedition with American Scientist Robert Tait. Now held in a historical museum in NY.
- SANCOB (Penguin Rescue) - Volunteer, Award, Most Caring Student.
- Publications - C3 Front Cover, triceratops skull. CAD 3D digitized rendering. SCC - Editor and page layout College Magazine.
- British Vogue Magazine, product photography.

Skills

- Website Design
- Digital Graphics
- Logo Creation
- Corporate Branding

Experience

Freelance Graphic Designer, 03/2009 to 04/2017

Syneos Health, Inc – Pinebluff, AR

- Worked with customers to present mockups and collect information for adjustments.
- Submitted design ideas to plan projects with customers and managers.
- Prepared branding packages for point of sale displays, promotional materials and product packaging.
- Maintained company websites updating with new products and corporate announcements as necessary.
- Formatted print and web application designs for projects with varying specifications.
- Directed advertisement, banner and signage projects from concept to final delivery.

Web Developer, 08/2006 to 08/2008

Arconic – Coppell, TX

- Developed two websites using Adobe Dreamweaver alta div..
- Reviewed information and elements regularly on websites and pages for accuracy and functionality.
- Participated in pre-project analysis and technical assessments to develop user-friendly interface and correct functionality.
- Developed, coded, installed, tested, debugged and documented web applications using appropriate editors.
- Determined job priorities for multiple projects and communicated sequencing, priorities and timelines to entire team.
- Troubleshoot, tested and remedied issues before software deployment.
- Established hosting for each website and completed go-live process by uploading sites to host account.
- Designed websites, portals and large-scale web applications for multiple clients.
- Built layouts according to customer parameters using HTML5 and CSS3.

CEO, 10/2005 to 07/2008

Universal Health Services – Tumwater, WA

Claire

- Led organization by establishing business direction and actualizing operational plans to meet goals.
- Spearheaded overhaul of underperforming departments to reduce stagnation and increase productivity's.
- Established and oversaw strategic business actions and streamlined operations.
- Assessed company operations with various teams to develop strategies for improvement and expansion into new markets.

Layout Editor, 10/2002 to 08/2005

Journey Live – Horsham, PA

- Worked with graphic designers to oversee inclusion of visual elements to improve page layouts.
- Planned page layouts with editors.
- Proofread copy to detect and correct errors in spelling, punctuation and syntax.
- Delegated and monitored progress of assignments, ensuring achievement of all deadlines.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated leadership by making improvements to work processes and helping to train others.

Marketing Director, 10/2000 to 06/2002

Advantage Solutions – City, STATE

- Updated web pages and social media profiles with engaging and current content.
- Planned and executed strategic marketing campaigns, encompassing powerful visuals for on-site promotions and rich digital content for online advertising assets.
- Guided and motivated marketing team to tackle continuous improvement objectives, streamlining processes and controlling costs to spearhead highly profitable division.
- Mentored marketing personnel on best practices and protocols to maximize productivity.
- Stayed on top of latest updates to company products and trends in customer buying preferences.
- Worked with customers to devise project scopes and managed ongoing milestones.
- Leveraged industry trends and competitive analysis to improve marketing campaign performance.

Graphic Designer, 08/1998 to 08/2000

Dimension Data – City, State

- Selected colors and themes while adding functionality to create new designs.
- Developed, designed, laid out and produced variety of technical illustrations for brochures, banners and signs.
- Leveraged proficiency in Adobe InDesign, Photoshop and Illustrator to design email blasts, catalogs, posters and other promotional materials.
- Generated digital image files for use in digital and traditional printing.
- Designed new, on-brand visual elements focusing on concept and messaging.
- Consulted with clients to define design requirements and manage product development projects.
- Submitted design ideas to plan projects with customers and managers.
- Created corporate brands by designing cohesive looks between logos and letterheads.
- Developed engaging marketing and promotional advertisements to generate sales revenue and grow customer base.
- Formatted print and web application designs for projects with varying specifications.
- Designed and printed online interactive sales and marketing collateral.
- Designed graphics and writing content layout for C3 engineering magazine, consistently exceeding author expectations.

Education and Training

Associate of Arts: Graphic Design, 10/1998

Schoolcraft College - Livonia, MI

High School Diploma: 03/1997

Intern - Dimension Data

Graphic Design
CCS - Michigan Center, MI