

JENNIFER A. GARDNER

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EDUCATION

CURRENT Startup Institute – Chicago

Technical Marketing Student

Accepted into selective training program focused on developing fully capable startup employees and expanding marketing skills.

Ball State University

2001 Bachelor of Arts, Telecommunications

Minors: Film Studies and French

Academic Honors in Writing, Honors College, Cum Laude

WORK EXPERIENCE

OCT 2013 MCDERMOTT WILL & EMERY LLP, CHICAGO

DEC 2007 Senior Project Coordinator 2011 - 2013

Project Coordinator 2008 – 2011

Managed communication and technology projects for the human resources department, including the staff evaluation process from software customization, communications and training.

Practice Development Coordinator 2007 – 2008

Assisted the director of practice development with global marketing efforts and special projects.

IT Administrative Specialist 2006 – 2007

Purchasing and invoice reconciliation of IT hardware and software, improved software license compliance.

NOV 2006 Adecco Employment Services, Chicago

DEC 2004 Administrative Assistant

Provided support to network infrastructure team, recovered approximately \$30,000 in monthly telecommunications fees.

Antenna Audio, Chicago

NOV 2004 Customer Service Representative

FEB 2005 Sales and customer support of audio tours for the Jacqueline Kennedy exhibit at the Field Museum.

Chicago International Film Festival

SEP 2004 Travel Assistant and Ticket Agent

OCT 2004 Scheduled travel for filmmakers leveraging sponsor certificates and processed ticket sales.

Heartland Film Festival, Indianapolis

JUN 2001 Film & Research Coordinator

JUL 2004 Involved in all aspects of the film selection process and festival marketing. Supervised volunteers, interns and judges for Festival and year-round competitions. Researched film publications and festivals to identify films that met the festival's mission statement.

SKILLS

Proficient: MS Office and Visio

Understanding of: Adobe Creative suite, database software, video editing, html

Project management

ACTIVITIES

CIMA Interactive Marketing Certificate Program, DePaul University, Spring 2013

Mini-MBA, Loyola University, Fall 2011

Artistic Associate member, Strange Tree Group

Foundations of Project Management, School of Continuing Studies, Northwestern University, 2008

Marketing Boot Camp, American Marketing Association, 2008

INTERESTS

Watching & discussing good movies, sewing, finding new fair trade products