



JESSICA BOE

Graphic Designer

CONTACT

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www.jessicaboe.com

EDUCATION

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| 2019 | AAS – ADVERTISING & GRAPHIC DESIGN
Wake Technical Community College, Raleigh NC |
| 2019 | CERTIFICATE – ADVERTISING & GRAPHIC DESIGN: ADVANCED GRAPHIC DESIGN
Wake Technical Community College, Raleigh, NC |
| 2019 | CERTIFICATE – ADVANCED SOCIAL MEDIA STRATEGY
HubSpot Academy, Expires May 2021 |

EXPERIENCE

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| 2017–present | JESSICA BOE GRAPHIC DESIGN
<i>Freelance Graphic Design & Photography</i> |
| 2006–2015 | LAW OFFICES OF JOHN T. ORCUTT
<i>Paralegal</i>
Handled all aspects of Chapter 7 and 13 Bankruptcy cases from contract to petition filing with the Bankruptcy Court, with an average case load of 75 cases. Duties included data collection and input, scheduling and conducting meetings with clients, direct communication with attorneys. |
| 2003–2006 | LAW OFFICES OF DANIEL C. CONSUEGRA
<i>Paralegal</i>
Prepared and filed foreclosure pleadings from complaint to judgment stage. Duties included preparing title searches, skip traces, data input, and clerical tasks. |

TECHNICAL SKILLS

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Premiere Pro
Adobe After Effects
Dreamweaver
HTML5 & CSS3
Microsoft Office
Adobe Acrobat

INTERPERSONAL SKILLS

Great attention to detail
Self-motivated
Strong work ethic
Problem solver
Excellent listener & open to feedback

EXTRAS

Notary Public, State of North Carolina
Wake County, Commission Expires 1/28/2024