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## EDUCATION

### Anne Arundel Community College

Jan. 2017 - present

Associate of Computer Science,  
emphasis in Internet  
Application Development

### University of Missouri

Aug. 2010 – Dec. 2014

Bachelor of Journalism, emphasis  
in Multiplatform Design  
(Cum Laude)

Bachelor of Science in Business  
Administration, emphasis in  
Marketing (Magna Cum Laude)

## SKILLS

- » Fluent with Mac and PC
- » HTML, CSS
- » Microsoft Office software
- » Gmail and Google Docs
- » Adobe PhotoShop, InDesign,  
Illustrator and Dreamweaver
- » AP Style/copy editing and writing
- » Final Cut Pro X
- » Social Media: Wordpress, Wix,  
Facebook, Twitter, Instagram

# Jennifer Bailey

## OBJECTIVE

Motivated student professional looking for employment (or an internship) as a web designer. Eager to use and expand coding skills in a real-world environment, as well as bring past-experience in journalism and marketing to the web design process.

## WORK EXPERIENCE

### Lee Enterprises

Page Designer

Jan. 2015 – Dec. 2016

Used Adobe InDesign and Total Blox CMS to design pages for 30+ newspaper publications. Often producing 15-30 pages per day while working on deadline. Regularly communicated with editors in order to create the best possible design and maintain high quality for the printed product. Other responsibilities included reviewing colleagues' pages for copy editing and design errors.

### MU Residential Life Department

Desk Attendant

Aug. 2012 – May 2014

Facilitated University and Student Residential Life services at the University of Missouri. Organized resident activities, facilitated problem resolution, and supported fellow staff member projects.

Desk Supervisor

Aug. 2011 – May 2012

In addition to the duties of a desk attendant (DA), I supervised eight DA's, trained and hired DA's, resolved staff conflicts, organized move-in and move-out weeks, maintained schedules, and managed inventory and payroll.

### Columbia Missourian

Information Graphic Designer

Jan. 2013 – May 2013

Created information graphics using Adobe Illustrator. The infographics, which include various bar charts and locator maps, were published online and in the print addition of the paper.

Community Reporter

Aug. 2012 – Dec. 2012

Researched, developed, and wrote profile stories on people who were doing new or unique activities in the Columbia community. Also wrote general assignment stories.

### Influence & Co.

Publication Research & Outreach Intern

May 2013 – Aug. 2013

Led small business effort to expand market space and customer base. Created 24 new relationships with online publications.