

Jenna Kaplan

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Passionate and detail oriented artist, designer, and photographer with excellent organizational skills.
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Experience

Safavieh Home Furnishings, Port Washington, NY

6/01/13 - Present

Assistant Graphic Designer and Production Associate

- Designs and creates wholesale catalogs, rug catalogs, collateral materials, evites, and logos for flash sales
- Creates client presentations and proposal layouts
- Edits photographs and is the point person for clients retrieval
- Reorganized and enhanced both safavieh.com and safaviehome.com, continuously ensuring both websites are running smoothly, uploads inventory, and assists with costumer service questions

School of Visual Arts, New York, NY

7/01/12 - 8/15/12

Intern for Charles Traub, Head of the MFA Photography Department

- Collaborated with head of the department to edit and organize the layout of upcoming books
- Retouched and edited Traub's archived photographs from the 1950's to the 1970's for upcoming books and exhibitions
- Maintained an extensive filing system of bank records for the Aaron Siskind Foundation

EIC, New York, NY

5/10/11 - 8/10/11

Photography Intern

- Photographer / team member for fully integrated digital agency where we created email marketing, search engine marketing, animation, digital design and complete brand development clients
- Composed the EIC stock photography collection as well as photographs for clients' websites

Skills

- Adobe Photoshop, Illustrator, Bridge, Lightroom & InDesign
- Final Cut Express
- Microsoft Word, Excel, & Powerpoint

Education

University of Michigan, School of Art & Design, Ann Arbor, MI

9/01/09 - 5/04/13

Bachelor of Fine Arts, Minor in History of Art

University of New South Wales, College of Fine Arts, Sydney, AU

2/10/12- 6/01/12

Photography and Design

Studio Art Center International, Florence, IT

6/01/10 - 6/30/10

Photography and Fine Arts