

JENNIFER SMITH

(317) 555-5555 ♦ email@yahoo.com

CREATIVE DESIGNER / GRAPHICS TEAM MANAGER

Innovative conceptualist poised to contribute hard work and graphic artistry to advance visual communications. Offer hands-on experience producing high caliber presentations, deploying current technologies, and collaborating with others.

PERFORMANCE HIGHLIGHTS

- Directs creative strategies and consistently meet tight budgetary and scheduling challenges.
 - Possess sharp eye for fresh approaches; known for producing highly effective training materials, business communications, collateral marketing materials, and graphics.
 - Specializes in image preparation to significantly enhance visual impact.
 - Creates templates, brochures, animation, trail exhibits, boards, charts, graphs, process flow charts, invitations, newsletters, publications, and themed materials.
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EMPLOYMENT NARRATIVE

AECOM – Chicago, IL

2010 – Present

NATIONAL GRAPHICS MANAGER

Recruited to manage dynamic design team and create innovative graphics for clients throughout North America. Prepare complex, high-end graphics for \$5M+ proposals.

- Serve as brand champion for business line; ensured all created, published, and distributed materials met set standards.
- Participate as founding member of committee responsible for creating Business Development process; methodology is currently used throughout North American Business Line.
- Track projects to meet all budgetary guidelines and strict deadlines; programmed database for national group, provided statistical reporting, and increased reporting accuracy 42%.
- Utilize management and interpersonal skills to increase productivity 20% and reduce turnover; implemented talent-based scheduling to effectively match employees to projects.

Kirkland & Ellis LLP – Chicago, IL

2009

GRAPHIC SPECIALIST

Utilized design expertise to create complex charts, graphs, process flow charts and other miscellaneous graphics used for trial exhibits and boards. Consulted with clients, created various presentations, and edited / proofed copy for documents to ensure error-free, dynamic pieces.

- Tapped to design invitations, welcome boards and high impact presentations.
- Provided advanced Microsoft Office help desk functions.
- Held full charge responsibility for organization, layout, graphic creation, editing, and generation of articles for new business newsletter.

TECHNICAL SNAPSHOT

MS Office Suite ♦ Quark Xpress ♦ Photoshop ♦ Illustrator ♦ Acrobat

PROFESSIONAL DEVELOPMENT

Certified Internet Webmaster (Site Designer)

HTML Programming for Web Design

New Horizons, Indianapolis, IN

Multiple Graphic Design, Fine Art and Marketing Classes

Louisiana Art Institute, Baton Rouge, LA