

# jessica lee

GRAPHIC & WEB DESIGNER

## Experience

### // 2011–PRESENT, THE ROI GROUP

*Creative Director* — Created various marketing materials for various companies in conjunction with the business development department. Instituted a bid process for the execution of projects sent to outside vendors (resulting in over \$8,000 company savings in the first quarter of employment). Managed and updated websites in addition to integrating content management systems.

### // 2010–2011, RENAISSANCE PRINTING

*Graphic Designer* — Created projects for in-house promotion and clients, edited projects according to client specifications and prepared files for digital, spot, and process outputs. Operated DVD/CD imprinting and duplication equipment, large format scanner and wide format color printer. Set up projects for in-house produced bulk mailings and variable data output.

### // 2008, CITY OF GAINESVILLE, CULTURAL AFFAIRS DIVISION

*Graphic Design Intern* — Assisted the marketing personnel of the cultural affairs division with creation of promotional materials: posters, flyers and brochures.

### // 2007–2009, ENERGY EFFECTS

*Graphic Designer* — Created marketing materials for energy - saving startup company: informational brochure, business cards, logo creation and website design.

### // 2007–2008, SANTA FE COLLEGE, GRAPHIC DESIGN TECHNOLOGY

*Laboratory Instructor and Teacher's Aide* — Assisted instructors with class lectures, explanations and demonstrations; tutored students during lab hours and demonstrated software techniques.

## Contact Information

// 352.339.6907

// hi@jessicanlee.com

// www.jessicanlee.com

## Education

### // 2010 BACHELOR OF FINE ARTS

*Graphic Design* — Summa Cum Laude, GPA 3.9/4.0  
The International Academy of Design & Technology

### // 2008 ASSOCIATE OF SCIENCE

*Graphic Design Technology* — GPA 3.8/4.0  
Santa Fe College

### // 2006 ASSOCIATE OF ARTS

*Business Administration* — GPA 3.5/4.0  
Santa Fe College

## Technical Skills

Equally comfortable in Mac and Windows environments. Daily use of Adobe Creative Suite: InDesign, Illustrator, Photoshop and Dreamweaver. Knowledge of modern web design practices: valid HTML5, CSS3 and graceful degradation. Introductory knowledge of content management system integration and use: Joomla and Wordpress. Knowledge of Microsoft Office Suite: Word, Excel and Powerpoint.

## Community Involvement

I have donated my talents in support of several local, non - profit organizations, including: Fine Arts for Ocala, The Public Education Foundation of Marion County and The Gainesville Advertising Federation.