



SKILL SUMMARY

- Experienced in developing and implementing effective and creative graphic design strategies for print and Web
- Strong technical command of a variety of applications including Adobe InDesign, Adobe Illustrator, QuarkXpress, Adobe Photoshop, Adobe Dreamweaver, and Microsoft Office
- Well-versed in desktop publishing, editorial development, copyediting, proofreading, print management, and supervising projects from conception to completion

EDUCATION

Associate of Applied Arts, Graphic Design **2003**

PROFESSIONAL EXPERIENCE

Owner, Jennings Design
Plano, Texas **Current**

- Designing for both print and web; specializing in publication design
- Managing multiple clients and projects, hitting deadlines, and exceeding expectations
- Overseeing vendors and freelancers to provide turnkey service

Digital Asset Production Coordinator, SUCCESS magazine, VideoPlus
Lake Dallas, Texas **2008–2009**

- Responsible for scheduling interviews, booking studios, selecting content, and writing scripts/copy for various audio/video projects for duplication and web
- Took on additional design projects as needed, including re-branding existing materials, designing publications for SUCCESS Books, and creating web graphics for SUCCESS video projects
- Managed print production of reprints and new publications for VideoPlus/SUCCESS Books

Design Director, Direct Selling News magazine, VideoPlus
Lake Dallas, Texas **2005–2008**

- Designed and produced magazines, books, and related collateral
- Managed creation and maintenance of departmental and product websites
- Coordinated scheduling and project flow with multiple departments

Creative Director, Brown Books Publishing Group
Dallas, Texas **2003–2005**

- Responsible for all in-house design; including designing covers and interior layouts for every genre of book; scanning and retouching photos; inputting proofing and editing changes; preparing pre-press files; and working daily with clients and sales representatives
- Redesigned, developed, optimized, and maintained company website in addition to designing and producing client websites
- Worked with marketing and PR professionals on national publicity campaigns to create a wide variety of marketing materials

ASSOCIATIONS

National Association of Photoshop Professionals **2009**

Association for Women in Communications **2009**

American Mensa **2009**