

I THRIVE ON A CHALLENGE, fast pace, and wearing many hats. If I haven't put out at least two fires in the office it hasn't been a good day. My background defines diverse, and my experience is all-encompassing in the print design world. I long to save the universe from bad design, and to educate designers in the proper ways of prepress. Possession of the innate ability to communicate with not only co-workers, but also clients and printers is a trait I exploit happily.

JEN WILLIAMS GRAPHIC DESIGNER EXTRAORDINAIRE
www.jenwilldesign.com • 703-346-6168

SOFTWARE/HARDWARE KNOWLEDGE

Mac and PC platforms

Microsoft: Word, PowerPoint, Excel, Works

Adobe: Illustrator, Photoshop, Acrobat, InDesign/Pagemaker, Dreamweaver

QuarkXPress

Other: B-Media; Extensis Suitcase; File compression, Scanning and CD Burning software

EXPERIENCE

1995-present Freelance Graphic Designer

Freelance design, photography, layout and website creation. Redesign company logos, create identity suites, grapple with marketing/advertising strategies, and create a general sense of well-being in the world. List of clients includes the likes of NitroFish Racing, Turbosmart/JRP, Newspaper Association of America, TMR m'zine, National Hot Rod Association, 4Paws Rescue Team, The Coast Guard Foundation, AMEC/Wachovia, Sundra Printing and Kemper Carpet.

2/2009-8/2009 Graphic Designer, The Loudoun Easterner

This part-time position more than covered a part-time workload. As part of a super slim staff, responsible for layout, new ad creation and general support for this weekly newspaper publication. Also was able to share experience, vision, and problem-solving skills to assist in general redesign and creation of a new look for the outdated paper. The economy won, however, and the paper closed.

11/2002-8/2007 Graphic Designer, Pretzelman Printing Group

Chaos didn't even begin to describe this fast-paced/high-volume environment. As the sole in-house creative, all work funneled through me—and there was no traffic department! Everything from initial concept and client meeting through final output and printer relations. Pretzelman was the official National Vendor for Gold's Gym International, which encompassed much of the daily joblist. Maintaining corporate branding standards was imperative, and consultations with the Marketing Headquarters on matters of identity and new creative angles. Other clients included ValleyCrest, Kaiser Permanente, Rockpointe, Access National Mortgage, Connor's Pest Protection, The Recreational Vehicle Dealer's Association, and numerous smaller or local businesses all across the industry spectrum.

6/2001-3/2002 Graphic Designer, Capital One

Responsible for all aspects of direct mail production, from original design to shipping files to print in busy Installment Loans department. Maintaining corporate standards and ensuring accuracy of content were paramount. Additionally aided in transfer of files to company-wide sharing server.

3/2001-5/2001 Lead Graphic Designer, Bowne Business Solutions/CB Richard Ellis

Hired on contract to assist in re-design of corporate identity and marketing materials. Primarily created marketing flyers for property sales, internal marketing materials, and corporate announcements regarding new positions and acquisitions. Established templates for future use to ensure continuation of branding efforts, and recreated existing flyers to fit in with new look for future reprints.

5/2000-10/2003 Senior Graphic Designer (freelance), TMP Worldwide/Stackig Advertising

Senior level freelance designer/mechanical artist for busy international advertising firm. Responsibilities included preparing outgoing ads and collateral for press, as well as the design and concepting of new work. Dubbed the "Mechanical Queen" for attention to detail and accuracy with preparing files to send to printers.

11/1998-3/2000 Graphic Designer, Tetra Tech, Inc.

Worked diligently as primary graphics coordinator to produce proposal and final documents for government and commercial clients. Responsible for all aspects of production from word processing to final output. Created charts, graphs, covers, Powerpoint presentations and marketing materials. Aided in conversion to office-wide PC platform and in maintenance and recovery of old and/or lost files.

12/1999-2/2000 Graphic Designer, KPMG, Inc.

Served as key team member performing all graphic duties from concept through production for several internal departments. Responsibilities included design for training materials, new software identity, marketing materials, in-house presentations and website graphics. Department was eliminated with budget cuts during the dot-bomb.

5/1998-10/1998 Pre-Press Coordinator, Network Press, Inc.

Responsible for all pre-press work and in-house designing. Utilized both PC and Macintosh platforms to suit client's needs. Corrected file problems, and trouble-shot corruption issues. Prepared film for pressmen and aided in production work. Learned the ropes and true working knowledge of proper document layout and file formats.

EDUCATION

Penn State University

Northern Virginia Community College

AAS Communication Design, focus in Electronic Graphic Design

GPA: 3.73, cum laude

Additional classes in website creation/HTML programming, and photo-manipulation

ADDITIONAL INFORMATION

Former Pro driver in Import Drag Racing circuits, currently racing and instructing at road courses and autocrossing

Volunteer with 4Paws Rescue Group to rescue and foster cats/kittens

Maintain several pro-bono non-profit client relationships

REFERENCES AND PRINTED DESIGN SAMPLES AVAILABLE UPON REQUEST

VIRTUAL DESIGN SAMPLES AVAILABLE ONLINE AT WWW.JENWILLDESIGN.COM