



JENNIFER JONES

Graphic Designer

<https://jenniferjonesportfolio2020.com>

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O'Fallon, Illinois 62269

Based in St. Louis

(618) 580-8837

April 2021

PROFILE

Enthusiastic graphic designer with over 13 years of experience with professional book publishing, graphic design, and marketing.

Graduated *Cum Laude* from [Southern Illinois University, Edwardsville](#) with a Bachelor of Arts and Graphic Design in May 2006.

WORK

Graphic Designer | [LitJoy Crate](#) - Highland, Utah | March 2021 - Present

- Tasks associated with book publishing, including design, typography, typesetting, & file production
- Curating and ordering art prints and product cards from domestic printers
- Slipcase, tip-in, and cover touch-up and design
- Graphics for marketing and product design

Graphic Designer | [Mayfly Design](#) - Minneapolis, Minnesota | May 2021 - Present

- Book typesetting and corrections from publishers
- Registration of ISBNs and LCCN numbers
- Occasional marketing material for books

Graphic Designer | [STM Learning, Inc.](#) - St. Louis, Missouri | February 2014 - March 2021

- Book layout and design of all medical publications in accordance with the STM manual
- Development, organization, and distribution of print and ebook files with metadata
- Maintain and update data sheets on all publications and update distributors
- Communicate progress of publication status with authors, contributors, and management
- Design of marketing and conference materials, including banners, flyers, posters, etc.
- File creation and website maintenance for [stmlearning.com](#)
- Social media marketing for Facebook, Twitter, Instagram, and LinkedIn
- Assist with mass email marketing campaigns, such as SimplyCasts

Production Artist | [HDA, Inc.](#) - St. Louis, Missouri | September 2006 - February 2014

- Produce designs for layouts and covers for all HDA home plan and coloring books
- Develop interior page and exterior cover design for all books
- Correcting and retouching images related to home plans and photos
- Preparing, packaging, and burning files for the printer
- Re-size files and other website maintenance for [houseplansandmore.com](#)
- Manage social media sites, including Facebook, Twitter, Google+, and Tumblr
- Compose articles and blogs for Design America magazines and website

Key Manager | [Jans Hallmark](#) - Collinsville, Illinois | August 2001 - August 2005

- Key manager responsible for store operations and associate management
- Product placement and display designs
- Positive customer service

Personal Support Worker | [Trinity Services, Inc.](#) - Mascoutah, Illinois | July 2008 - August 2009

- Assist adults with disabilities with daily tasks, such as cooking, hygiene, and budgeting
- Assist with gift shop operations and fundraisers
- Teach art lessons to clients at the day program
- Maintain greenhouse operations, plants, and animals

VOLUNTEER

Substitute Teacher
and Volunteer
[St. Clare Catholic School](#)

O'Fallon, Illinois

October 2018 - Present

Senior Content Creator
[HBICHQ.com](#)

August 2020 - Present

Building Volunteer
[Habitat for Humanity](#)

St. Louis, Missouri

2007-2009

SKILLS

- InDesign
- Photoshop
- Illustrator
- Wordpress
- Word
- Excel
- Powerpoint
- Typography
- File organization
- Time management
- Teamwork oriented
- Motivated worker
- Upbeat & positive

THE WHIMSICAL WELL

- [Etsy](#)
- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [Pinterest](#)