

Jenifer M. Michel

4522 Wheeler Ave., Jacksonville, FL 32210

Jenn.Michel@Gmail.com

904.713.7592

QUALIFICATIONS PROFILE

Software

Adobe Creative Suite
CorelDRAW Graphic Suite
Microsoft Office
Microsoft Project
SignLab

Languages

CSS
HTML
Javascript
SQL
Java

Visual Arts

Print Design
Large Format Graphics
Technical Illustrations
Photography
Image Manipulation

PROFESSIONAL EXPERIENCE

Administrative Assistant, International Alliance of Theatrical Stage Employees Local 115,
Jacksonville, FL, 4/16 - Present

- Interview and process new hires.
- Manage electronic and paper information systems.

Senior Graphic Designer, Taylor Sign & Design, Inc., Jacksonville, FL, 11/2011-8/2015

- Designed graphics and signage to customer's specifications.
- Developed and implemented procedures to increase productivity.
- Created and maintained production & installation schedules.

Senior Graphic Designer, Quality Sign Company, Jacksonville, FL, 7/2008-1/2009

- Designed graphics and signage to customer's specifications.
- Created technical illustrations for permitting and engineering.

Graphic Designer, Brite Lite Signs, Jacksonville, FL, 11/2002-7/2008

- Designed graphics and signage to customer's specifications.
- Created technical illustrations for permitting and engineering.

EDUCATION

Information Technology Management, B.S. August 2015 - Present
Florida State College at Jacksonville, Jacksonville, FL

Visual Communications (Illustration Track), A.A.S. 1998
Art Institute of Pittsburgh, Pittsburgh, PA

Commercial Art, Vocational Diploma, 1996
Erie County Technical School, Erie, PA

AWARDS AND HONORS

Phi Theta Kappa Honors Society, Florida State College at Jacksonville
Merit Scholarship Recipient, Art Institute of Pittsburgh
Kiwanis Club Student of the Month Award, Erie County Technical School