

Jeanne Forde

GRAPHIC DESIGNER

CONTACT & PORTFOLIO



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EDUCATION

ASSOCIATE OF ARTS

Major: Graphic Design

Delaware County

Community College,

May 1997

GPA: 3.5

SOFTWARE SKILLS



INTEREST & HOBBIES

Traveling | Painting

Biking | Pet Rescues

Home Repair | Reading

Texas Hold'em | Dancing

Bowling | Movies

Professional Summary

Experienced Graphic Design Specialist. Knowledgeable of current graphic design trends and software to produce graphic art and visual materials for trade shows, packaging, websites, advertisements and marketing materials. Excellent communication skills with the ability to work closely with clients and co-workers. A skilled professional with strong work ethics, accustomed to performing in deadline driven environments, skilled in strategic think, problem solving, client and team management, and customer service. Proficient with Adobe Creative Suites and Microsoft Office on Mac & PC platforms.

Graphic Experience

GRAPHIC DESIGNER | CONTRACT | EQUIPMENT MARKETERS

August 2014 – Nov 2016

- Trade show and marketing designs | Flyers | Posters | Brochures | Banners
- Creative development in collaboration with Marketing Coordinator

GRAPHIC DESIGNER | THE MENU EXPRESS

November 2013 – Jun 2016

- Menus and promotional designs | Menu | Banners | Postcards | Flyers
- Wallboard Menus | Web Pages | Lawn Signs

GRAPHIC DESIGNER | CONTRACT | YELLOWBOOK ADWORKS

November 2011 – June 2012

- Marketing and promotional designs in collaboration with sales associates, Display Ads | Direct Mailers | Magazine Advertisements | Logos

GRAPHIC DESIGNER | VERIZON DIRECTORY GRAPHICS

June 1997 - December 2007

- Marketing and promotional designs | Yellow Page Ads | Magazine Ads
- Postcards | Logos

Office Experience

ADMIN/MARKETING | BERKSHIRE HATHAWAY | Nov 2016 - Present

Perform administrative and office support duties for Director of Operations and Real Estate Agents. Duties include fielding phone calls, receiving and directing visitors creating spreadsheets, and managing sales account payables. Other duties include creating and designing marketing materials for listings, sales and open houses.

ADMINISTRATIVE | EASTERN COLLEGE | Contract position when needed

Enter and updating salary and status-change data. Answer questions, prepare and distribute work eligibility information to students. File and scan documents.

REAL ESTATE AGENT | IRVING MILLER REAL ESTATE | March 1993 - May 1997

Rent, buy, or sell property for clients. Performed duties, such as interview prospective clients, accompanied clients to property sites, discussed conditions of sale, draw up real estate contract, prepared clients for mortgage qualifications, and studied property listings.

ADMINISTRATIVE ASSISTANT | COMMUNICATION OFFICE PRODUCTS

February 1987 - May 1992

Successfully prioritized, managed and monitored the daily work performance of Service Technicians while performing administrative duties including customer service, preparing statistical reports and written reports, negotiating customer contracts and maintaining office equipment. Also assisted customers over the phone in minor repairs/solutions to their office equipment problems.

PAINTER | MOSTLY MAINTENANCE • CUSTOMER SERVICE | BOYERS MARKET