

Dear Hiring Manager,

I'm a Graphics Designer who has experience in web development and design. I design through adobe creative programs as well as among starter sites. I help small businesses to get their start online. From design to layout to ftp and correcting code where need be. When working in the marketing office of MWR I had no problem explaining and helping others achieve their end goals of design to web work. As well as fixing any other media issues they may be experiencing.

My last employment was in a marketing office where I gained a lot of experience in social media marketing as well as other forms of media outlets. In the office we worked multiple aspects of the field. We saw our projects from start to finish.

For the past 5 years I have created marketing material for the Navy and Girl Scouts Overseas. I had the honor of producing a full dvd of a memorial for a member of staff that passed away overseas, for his family back stateside. I created t-shirts, and other forms of designs and placed the orders for them, for the Girl Scouts Overseas.

As the Graphics Designer for the MWR Marketing Department we had the chance to engage with Actors, Singers, and Bands. I enjoyed producing media for these events as well as being out among the audience to capture the entertainment, for record, and evaluation of the event. Independently I have helped churches and small businesses to market better and maintain their media sites.

Thank you for your consideration.

Regina Jones
803 430 8894
rereives@gmail.com
designedbyrj.com

Regina E.R. Jones
803-430-8894
Rereives@gmail.com

Education

Bachelor of Science - Computer Graphics and Interactive Media
University of Dubuque
Dubuque, Iowa

Qualifications

10+ years of Computer Graphic Experience
12+ years of Customer Service
Attention to Detail
Works well Independently
Administration/Management Skills
Assist to the team
Produce Quality in High Quantities
Artist/Designer

Software/ Equipment

Adobe: Photoshop, Illustrator, InDesign, Flash, Muse
Premiere Pro, Dreamweaver
GameMaker
3D Max
Microsoft Office Applications
Roxio Creator
Primo DVD 2.1 Disc Publisher
Sound booth
Canon / Nikon Cameras
Flixel / Cinemagraph

Work Experience

Graphic Designer/ Operation Clerk

MWR (Morale, Welfare, Recreation) Marketing Department: 08/17-Present: Lemoore, CA

- Produce digital and multiple print formats for distribution.
- Graphics provided for multiple media formats: tvs, marquee, cinema, web, and print
 - Print work sizing: passport to 12ft+
- Photographer for base entertainment and events

Graphic Designer

MWR (Morale, Welfare, Recreation) Marketing Department: 7/15-03/17: Atsugi, Japan

- Produce monthly magazine for base wide distribution.
- Lead Designer for exploration and review of new media software (Fixel / Cinemagraph)
- Graphics provided for multiple media formats: tvs, marquee, cinema, web, and print
 - Print work sizing: passport to 12ft+
- Photographer for base entertainment and visiting celebrities
 - Empire's: Chase Rice, Sinbad, and more
 - Provide signage, and autograph cards

Administrative Assistant/ Registrar/ Web Technician/ Graphic Designer

USA Girls Scouts Overseas- West Pacific: 3/13-7/15: Camp Zama, Japan

- Praised for superb graphic design expertises.
- Volunteered for and assumed web technician duties and responsibilities.
- Social media savvy.
 - Plans and executes the development of graphic designs for website, apparel, marketing, and advertisement.
 - Provides timely and routine updates to the website. Maintains updates to constant contact.

Office Coordinator/ Junior Designer

Trinet Internet Solutions, Inc.: 3/12-10/12: Alexandria, VA

- Quick involvement of policies and responsibilities to position
- Prudent about time response on projects assigned
- Attentive to being team player and needs of the company
 - Responsible for designing upon request and the needs of numerous clients for the company

Digital Enhancement Specialist

Lifetouch National School Studio Inc.: 9/10-12/11: Chesapeake, VA

- Praise from supervisor for quick knowledge and understanding of Photoshop
- Retouch 150+ photos within 2 hours
- Given more complicated touch up work and responsibility
- Manage team of designers for large project

Multi Media and Marketing Graphic Designer/ Production Assistant

Fleet and Family Support Center Mid-Atlantic Region: 4/11-9/11: Norfolk, VA

- Assist in designing for the region that consist of 14 Fleet and Family Support Centers
- Produce 100 to 1000+ of print products to support the region
- Recognized by supervisor for creativity and design
 - Create and handle production of banners, booklets, brochures, posters, fliers, cds, cd labels, invitations, forms, bookmarks

Graphic Designer

University of Dubuque Sports Media Department: 8/08-12/09: Dubuque, IA

- Designs and animation used for main events and important visiting guest to be used on Jumbo Tron
- Produce graphics under heavy time restraints
- Complete changes and requests in an hour or less
- Animation and Graphics are displayed on JumboTron
 - Capture playbacks using quick media share device
 - Create animated and leading clips for commercial use

Volunteer Work / Freelance Work

- Provides promotional material for themed parties and holidays.
- Designs logos and other graphic elements using computer software programs.
- Produce decorative art work using a variety of materials to increase awareness and promote.
- Work with organizers and clients concerning special events, producing various printed and Online media.
- Prepares material for graphic equipment.
- Research to obtain correct information for production of media

Atsugi All Nations: 2014- Present

Il Piece Productions: 2014- Present

MCAS Iwakuni Navy Junior Enlisted Association: 2013

Christian Fellowship: 2010-2012

Lambda Tau Delta: 2010-Present: Alumni