

# Jessica Myers



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## Education:

**Associate in Applied Science, Des Moines Area Community College, Ankeny, IA - May 2007**

Major : Graphic Technologies

## Skills/Abilities

- Courses: page layout design, digital image correction, preflighting, file repair, and basic offset print procedures
- Very organized
- Great teamwork and independent work skills
- Willing to learn new technology and adaptable to change

## Technological Knowledge

- Software: Adobe Creative Suite: Photoshop, Illustrator, InDesign, Dreamweaver, Fireworks Flash, Microsoft Word, Microsoft Office Excel, Microsoft Office PowerPoint, FlightCheck, QuarkXPress
- Macintosh PC Platforms

## Professional Experience

March 2014– Present: **Graphic Designer:** The Exchange/Winterset, IA

- Designed ads for The Exchange newspaper
- Assisted Sales Reps with ad design
- Customer Service assisted customers with placement of ads over the phone, by email or when they come into the office

February 2014 – March 2014: **Contract Employee/Metlife:** Midwest Professional Staffing/Clive, IA

- Call Center, sent forms through mail/email and provided customer service to Annuity holders

October 2012 – November 2013: **Loan Document Specialist:** Wells Fargo Home Mortgage/ Urbandale, IA

- Processed Home Affordable Refinance Program loans
- Routed the files in a timely and efficient manner to closing
- Accurate and timely review of documents and reconciliation of fees while funding loans

June 2012 – October 2012: **Contract Employee/Wells Fargo:** Midwest Professional Staffing/Clive, IA

- Processed Home Affordable Refinance Program loans
- Routed the files in a timely and efficient manner to closing
- Accurate and timely review of documents and reconciliation of fees while funding loans

May 2012 – June 2012: **Contract Employee/The Iowa Clinic:** Midwest Professional Staffing/Clive, IA

- Answered phones, checked patients in/out
- Updated insurance and demographics

October 2007 – December 2011: **Production Artist:** Dallas County News Inc./Adel, IA

- Designed ads and layout for the Dallas County News' three papers
- Designed ads and layout for Dallas County News' Special Sections of the newspaper
- Assisted Sales Reps with ad design

October 2006 – December 2006: **Internship/Layout Designer:** pcCentral/Urbandale, IA

- Created ads for the company which going to be put in a Local Magazine
- Recreated the company logo as well as integrating it into their business cards
- Created a new brochure for the company utilizing InDesign and Photoshop (See Portfolio)

June 2003 – May 2011: **Respite/ Supportive Community Living:** Childserve/Johnston, IA

- Cared for special needs children
- Worked with children on life goals

## Special Recognition

- Gold Award from the Printing and Graphics Association for a Public Announcement Ad
- Part of the Graphx club in College

## References & Portfolio - Upon Request