

Katey Jackson

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www.snarkydesign.com/portfolio

Software & Programming

Macintosh OS

Windows

Adobe Illustrator CS3

Adobe Photoshop CS3

Adobe InDesign CS3

Adobe Dreamweaver CS3

Adobe Fireworks CS3

Adobe Flash CS3

ASP/ASP.NET

CSS

E-Commerce

HTML

Javascript

LAMP

Microsoft Office 2008

MySQL

PHP

QuarkXPress

Search Engine Optimization

SQL

W3C Standards Compliance

XHTML

Attributes

Self starter

Strong organizational skills

Quick learner

Effective leader

Creative problem solver

Excellent oral and written communication abilities

Motivated to create efficient working environment.

Education

Bachelor of Arts, Journalism

Texas A&M University, 1997

References

Happily provided upon request

Objective

To obtain a position with a company where opportunities for learning and growth exist, in an environment where creativity and follow through are desired traits and innovation is rewarded.

Experience

Snarky Design

Owner/Creative Director

2007 to present

Duties Include:

As owner of my own company, I am responsible for all aspects of the business, from accounting to all creative. I provide full service graphic and web design services to PR and marketing firms. This design service includes: Web and Flash design/redesign for new and revamped websites, logo and stationery design. Marketing support and clarification of purpose for clients, many of whom are in industries being impacted by the "green" movement. Track all jobs and coordinate with clients to be sure that all jobs are on track for timely completion. Maintain contacts with a variety of outside service providers, including web hosts and printers to be sure that all jobs are also completed on time and within budget.

Land Resource

Production Manager

2005 to 2007

Duties Included:

Responsible for managing print, web and media requests for eight external properties. Kept jobs on budget and assured that all deadlines were met. Maintained database of open jobs and tracked all work. Managed development and implementation process of all collateral to ensure accuracy as well as on-time completion. Coordinated with multiple internal contacts and external agency to determine creative, production and fulfillment. Served as main contact between job initiator and all others needed for job completion. Set timelines, coordinated all communications within the marketing department that were relevant to each open job. Responsible for making sure that jobs were finished on-time and within budgetary constraints. Provided design and production work to the department on an as needed basis. Conducted production meetings twice weekly. Obtained pricing quotes for print requests and negotiated with print vendors for best possible pricing.

Prestige Printing and Papers

Graphic Designer

2004 to 2005

Duties Include:

Provided all graphic design support necessary to a small printer. Produced quickly and accurately a large number of proofs. Worked with a wide array of people in a variety of situations. Produced work in various graphic design software packages. Provided flexible help and communicated effectively and concisely with other team members. Provided hands-on arts support to customers and fellow employees.

Additional Experience

(Prior to January 2004)

Aquent Partners, Contract Graphic Designer

2003—2004

Kim International, Graphic Designer

2002—2002

Alphagraphics, Director of Digital Operations

2001—2001

Performance Printing, Lead Graphic Designer

2000—2001

John Wieland Homes and Neighborhoods, Production Artist

1999—2000

GA Communications, Production Artist

1997—1999

The Insite Group, Production Artist

1996—1997

Ocean Drilling Program, Editorial Assistant

1995—1996