

JESSIE KUHNS

SUMMARY

- Passion for marketing and design with experience creating output for print and web.
- Accomplished in managing multiple projects simultaneously, working within a team and independently.
- Fast learner with well rounded experience in a variety of business and creative environments.
- Disciplined and organized with excellent written and verbal communication skills.

TECHNICAL SKILLS

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat
- Content Management Systems
- Microsoft Office Suite

EDUCATION

Art Academy of Cincinnati - 2005 BFA
Digital Multimedia/Communication Arts

EXPERIENCE

INTERIM GRAPHIC DESIGNER

YMCA of the East Bay - Oakland, CA

NOVEMBER 2017 - PRESENT Lead designer of membership and program marketing materials and email campaigns. Collaborate with branch executives and directors regarding marketing needs. Manage internal marketing ticketing system, website updates, content system and design file archives. Assign jobs to contract designer and offer support to ensure projects are on brand.

ADMINISTRATIVE ASSISTANT

Downtown Berkeley YMCA - Berkeley, CA

JUNE 2016 - NOVEMBER 2017 Assistant to the Executive Director, secretary and administrative support to the Board of Managers and Finance Committee. Provided brand compliant design and copy for facility signage and the quarterly newsletter. Created and executed e-mail campaigns and managed website updates.

REAL ESTATE SERVICES ADMINISTRATOR

CBRE, Inc. Asset Services San Francisco, CA

OCTOBER 2015 - JUNE 2016 Processed accounts payable, coded invoices and created statements. Managed multiple calendars & expense tracking sheets. Assisted vendors and tenants with insurance compliance.

OFFICE MANAGER

Opportunity Barks Behavior & Training - Philadelphia, PA

JANUARY 2012 - JULY 2015 Designed Facebook ads and banners, monthly e-newsletter, and printed fliers. Managed social media campaigns and website content including course schedules. Organized shared content database and file archives. Managed multiple company calendars and acted as the point of contact for all clients.

VETERINARY ASSISTANT

The House Call Vets - Philadelphia, PA

FEBRUARY 2012 - JUNE 2013 Filed and maintained patient records. Ordered, stocked, and controlled inventory of veterinary and office supplies and medications. Handled animals and assisted with veterinary procedures.

FREELANCE PHOTO RE-TOUCHER

SEPTEMBER 2009 - JANUARY 2015

Photo retouching services for lifestyle, wedding and e commerce product photography. Clients ranged from freelance photographers to corporate directors.

PRODUCTION ARTIST II

GSI Interactive, an Ebay Enterprise - King of Prussia, PA

JULY 2006 - SEPTEMBER 2009 Provided photo retouching, image editing and color correction of product photos, specifically for high fashion apparel brand retail sites. Batch processed, uploaded images to CMS, organized and maintained archives and records of product images. Assisted with project management, communicated directly with clients for art direction and quality assurance. Trained and reviewed the work of other Production Artists. Maintained and updated templates and style guides.



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