

Jennifer Lee Brigman

3870 Park Street * Jacksonville, Florida 32205 * (904) 838-8594 * jennybrigman@comcast.net

EXPERIENCE:

Bfly Design, LLC, Jacksonville, FL

Freelance Graphic/Web Designer April 2007 to present

Freelance designer for several companies/individuals in all areas of graphic and web design.

Florida Georgia Blood Alliance, Jacksonville, FL

Graphic Designer April 2004 to April 2007

All company graphics, including bus skins, billboards, powerpoints, posters, flyers, shirts, etc. Vendor relations for product ordering/design. Event planning, GSM, and safety committees. Website designer and coordinator.

Admin Assistant/Graphics October 2003 to April 2004

Department graphics, invitations, posters, flyers, shirts, etc. Filing, tracking, and department paperwork. Event planning and safety committees. Basic website edits.

Longhorn Steakhouse, Boston, MA and Jacksonville, FL

Bartender/Server, Key Employee, In-Store/Corporate Opening Trainer March 2001 to March 2004

Bartending, serving, and customer relations. In-store training and management help. New store opening trainer educating new hires on restaurant policies and bar basics, as well as training new managers.

Merrill Lynch, Pierce, Fenner and Smith, Downtown Boston Branch Office

Staff Supervisor August 2000 to February 2001

HR Support to Client Associates, Interns, Consultants, and Management. Interviewed, hired, and supervised CAs. Tracked attendance, conducted performance reviews, monitored salaries, maintained office placement, training and CA/FC relationships. Ran monthly meetings, office training sessions, luncheons, special events. District CA Coach for New England. Revamped PDP-FC training program.

Merrill Lynch, Pierce, Fenner and Smith, Downtown Jacksonville Branch Office

Administrative Manager Assistant and Technology Specialist July 1999 to August 2000

Regulated Compliance issues, managed office reports, tracked attendance. Telephone system administrator, coordinated inter-office moves. Increased productivity through technology, assisted Admin Manager and Resident Vice President. Website coordinator, and computer skills trainer. Filing, meeting and event planning.

Merrill Lynch Credit Corporation, Lending/Product Support Services

Application Input and Supplier Coordinator February 1998 to June 1999

Ordered and tracked MLCC products, and handled vendor relations. Ensured inspections, appraisals and certifications were done according to correct time frames. Data entry of client information.

COMPUTER SKILLS:

Microsoft Word/Works, WordPerfect, Power Point, Excel, FrontPage, Expressions, Visio, Publisher. QuarkXpress, Adobe Photoshop, Acrobat, ImageReady, PageMaker, InDesign, and Illustrator. Macromedia Dreamweaver and Flash. Basic HTML. BBCS and Mobilesched (bloodbanking software).

EDUCATION:

The University of North Florida May 1998 to December 2002

English Major/Graphic Design Minor GPA: 3.67

The University of Florida August 1995 to December 1997

Honors Program, Undergraduate English and Architecture Programs, Alpha Delta Pi Sorority

Professional/Supervisory References for Jennifer Brigman:

John Helgren

PR/Marketing Manager
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