

JENN STOLDER

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SUMMARY

A highly motivated, creative designer interested in new challenges, quality design, and client satisfaction. Strong in print and intermediate web design, copywriting, editing and proofreading. Extremely organized and task-oriented, adaptable to new environments and projects. Skilled in problem solving, multi-tasking, project development and management.

EXPERIENCE

Bfly Design, LLC, Jacksonville, FL

Freelance Graphic/Web Designer, Owner, April 2007 – Present

Freelance designer and website developer. Design print and electronic marketing, advertising and display materials including brochures, newsletters, ads, logos/corporate branding, and specialty products such as vehicle wraps, billboards, and political campaign materials. Create websites for specific client needs, as well as email blasts and newsletters for site launches, event announcements, and e-marketing. *Portfolio available at <http://www.bflydesign.com>.*

R3Global, Jacksonville, FL

Senior Designer, June 2009 – May 2010

Sr. designer responsible for all print design including company and agency client advertising, collateral, event branding and signage. Responsible for print and apparel vendor relations, choosing apparel styles and new apparel designs. Various company support, such as e-newsletters, marketing campaigns, product and vehicle wrap design, and website graphics.

Benner China and Glassware, Jacksonville, FL

Designer, Webmaster, Marketing Coordinator, March 2008 – January 2009

Coordinated and created marketing plan, ads, fax/e-blasts, organizational memberships, and product promotions. Designed all print media, monthly specials and product catalog. Created and maintained company website, worked with programmer to compile product database, and provide website and email technical support.

The Blood Alliance, Jacksonville, FL

Designer, Webmaster, April 2004 – April 2007

Admin Assistant, Designer, October 2003 – April 2004

As Admin Assistant: responsibilities included filing, tracking, handling paperwork, designing all department graphics, invitations, posters, fliers, shirts and basic website edits. Promoted to sole company designer, responsible for all company graphics including bus skins, billboards, PowerPoints, posters, fliers, shirts, etc. Served on event planning, general staff meeting, and safety committees. Handled all vendor relations for product ordering/design. Designed and maintained company website.

Longhorn Steakhouse, Boston, MA and Jacksonville, FL

Corporate Trainer, Key Employee, Bartender, March 2001 – March 2004

Tended bar and served guests, perfecting client relations skills. Trained new store employees and managers. Opened new stores around the country, educating new hires on restaurant policies and bar and client service basics.

Computer Skills:

QuarkXpress

Adobe CS4

- Acrobat
- Dreamweaver
- Flash
- Illustrator
- ImageReady
- InDesign
- PageMaker
- Photoshop

Basic HTML/XHTML

Basic PHP/ASP

Microsoft Programs

- Excel
- Expression
- FrontPage
- PowerPoint
- Publisher
- Visio
- Word
- WordPerfect
- Works

Windows Vista/XP

MAC OS

Internet Explorer

Firefox

Awards:

Most Creative Design

Association Donor
Recruitment
Professionals

Annual Art Gallery,
2004

Merrill Lynch, Pierce, Fenner & Smith, Boston, MA and Jacksonville, FL

Staff Supervisor, August 2000 – February 2001

Admin Manager Assistant, Technology Specialist, July 1999 – August 2000

Application Input, Supplier Coordinator, February 1998 – June 1999

Began in data entry. Promoted to Supplier Coordinator: used project management skills to order and track construction products and handle vendor relations. Ensured all projects were completed within correct timeframes.

Was recruited to assist Admin Manager and Resident VP with general office duties and meeting/event planning. Regulated Compliance issues, managed office reports, coordinated inter-office moves, tracked Client Associate (CA) attendance. Implemented and administered new telephone system and increased productivity through introduction of new internet technology as website coordinator and computer skills trainer.

Promoted to Staff Supervisor in Boston Branch office. Provided HR Support for CAs, interns, Consultants (FCs), and management. Interviewed, hired, and supervised 30 CAs: conducted performance reviews, monitored salaries, maintained CA/FC relationships, and coordinated training. Designed FC training program. Ran monthly meetings, training sessions, luncheons, and events. Served as District CA Coach for New England.

EDUCATION

New Horizons Training Center, Jacksonville, FL

Continuing Graphic/Web Design Studies 2005 – 2007

An extensive Web and Print Design Program focusing on industry standard software and techniques.

University of North Florida, Jacksonville, FL

B.A. in English; Minor in Graphic Design 1998 – 2002

University of Florida, Gainesville, FL

Undergraduate English/Architecture Programs 1995 – 1997

Honors Program, Alpha Delta Pi Sorority

COMMUNITY INVOLVEMENT

The Jacksonville Zoo, Jacksonville, FL

Communications Co-Chair, Wild Things Executive Board Member 2010 – 2011

E-newsletter, advertisements, e-invitations, new media, marketing, event collateral, event planning.

Cummer Art Gallery, Jacksonville, FL

Technology Chair, Up and Cummers Board Member 2009 – 2010

E-newsletter, advertisements, e-invitations, new media, marketing, all event collateral.

American Diabetes Association, Jacksonville, FL Chapter

Cure Ball Planning Committee Member 2009 – 2010

American Diabetes Association, Jacksonville, FL Chapter

Step Out for Diabetes Committee Member /Team Leader 2009 – 2010