

Jennifer Soares | Resume

Portfolio

www.jennifersoares.com

Education

University of Massachusetts

BFA in Graphic Design
& Letterform
Magna Cum Laude
June 2009

Skills

Print & Layout Design
Brand Identity
Email Campaign
Infographics
Print Production
Digital Concepts

Software

Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Adobe Acrobat Pro
Venus 1500
BrightAuthor
AdForce
AccountScout
Microsoft Office
G Suite
Asana
Slack
Trello

Experience

Milkcan Industries | Providence, RI

Studio Production Assistant October 2020–Present

Assisting owner/proprietor with social media and studio production.

- Designing social media posts consistent with brand guidelines
- Aiding in the creative process of woodworking projects
- Preparing shop and/or vendor area for open market events

Stadium Theatre Performing Arts Centre | Woonsocket, RI

Graphic Designer January 2020–March 2020

Worked closely with the Marketing Director to create promotional materials for events and classes held at the theater and conservatory.

- Created event graphics for print and digital media
- Created posters, programs, multi-page brochures, and media kit pages
- Dressed/updated the lobby, arcade, and marquee on a weekly basis
- Assisted Marketing Director as needed with photography, social media, and email marketing

Southern Belle Vacation Rentals | Savannah, GA

Office Manager March 2018–August 2019

Previous position: *Property Manager/Graphic Designer*

Worked as part of a team to manage over 140 short-term vacation rental homes in Historic Downtown Savannah and Tybee Island, Georgia.

- Coordinated maintenance and special projects
- Prepared monthly homeowner statements
- Trained newly hired colleagues in company policy and procedure

Morris Newspaper Corporation | Hinesville, GA

Production Manager September 2017–March 2018

Publications: *Coastal Courier, Bryan County News, The Frontline, Liberty Life*

- Designed story layouts
- Created print and digital advertisements for MNC and external clients
- Ensured that all ads were placed according to client specifications

Phoenix Media/Communications Group | Providence RI

Graphic Designer July 2013–February 2016

Publications: *Portland Phoenix, Providence Phoenix, Out in Maine,*

Dining on the Town

- Designed story layouts, graphics, and illustrations
- Executed layout refresh/redesign in 2015
- Edited photos and prepared files for press

Organizational Work

Providence PechaKucha Night

Board Member, Volunteer September 2019–Present

- Designing promotional materials for monthly events
- Participating in general event planning
- Greeting and engaging with audience members during events

Recycle-A-Bike

- *Volunteer Bike Mechanic* September 2020–Present