



Laura Jordan



LJoDesign.com



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3914 Minnetonka Ave.
Ames, IA 50010



319.404.4201

Qualifications

- BA in Graphic Design, expert knowledge of the Adobe Creative Suite, MS Office
- Background in web development, print design, and web design
- Works well under pressure and will work around the clock to meet deadlines
- Proficiency with PC and Mac environments
- 5+ years design experience, 3 years experience in fast-paced print & marketing industry
- Excellent interpersonal, verbal, and written communication skills
- Ability to work independently and as part of a team

Skills

Adobe Photoshop, Illustrator, InDesign, Bridge, Acrobat, MS Office, HTML/CSS, SEO, Mac, PC, copy writing, copy editing, oral and written communication, customer service expertise.

Education

Bachelor of Arts

Graduated: Dec. 2006
University of Northern Iowa
Major: Graphic Design

Web Development Certification

Anticipated certification date; Fall 2018
Des Moines Area Community College

Organizations

Ames Community Theater (ACTORS)

Art Director, Producer | 2012 - Present | Ames, IA | Built a professional brand for the theater; new brand implementation saw increased ticket sales and membership enrollment. Additional duties: write promotional copy for newsletters and brochure, develop event materials, and serve on the Board of Directors.

Experience

Alpha Copies Print Centers

Graphic Design, Customer Service Expert | 2013 - Present | Ames, IA | Coordinate print projects under tight deadlines, build in-house marketing collateral, communicate efficiently and effectively with customers, troubleshoot quality issues on projects, and provide Adobe CS & Cloud support as needed. Fluent understanding of Windows and Mac environments.

Hubbell Realty Company

Marketing Coordinator, Temp | Sept. 2014 - Jan. 2015 | West Des Moines, IA | Developed both print and web marketing materials, coordinated e-mail blasts, assisted in creating, updating, and publishing web content, wrote & proof-read promotional copy, designed collateral for company events.

Laura Jordan Design

Owner, Creative Director | 2007 - Present | Ames, IA | Provide professional, affordable design services. Clients include Iowa State University, award-winning columnist Fawn Germer, the Des Moines Community Orchestra, Elance.com, Ames Choral Society, and more.

Gannett Imaging & Ad Design Center

Graphic Artist, Imaging Specialist | July 2007 - April 2013 | Des Moines, IA | Design ads for newsprint, edited photos, maintain company high-quality design standards, used preflight to ensure highest press quality.