

Jennifer L. Shaffer

Objective	To obtain a position where my education, experience, and computer skills, will be utilized to their fullest extent.
Skills	MS Office (Excel, Word, & PowerPoint). Adobe CS2-3 (PhotoShop, ImageReady, Illustrator). AutoDesk Max, HTML coding, website design, software and system troubleshooting. <u>Specializing in photo editing and computer aided graphic design.</u> <u>Experience with digital photography and various digital scanners.</u>
Sample Work	Please visit www.PathogenProductions.com / www.Firestorm98.com .
Education	Dec. 2000 Mansfield University Mansfield, PA Bachelor of Science – Criminal Justice Administration Transferred from Edinboro University for the Fall 1999 semester. Graduated with a cumulative GPA of 3.4 as a Criminal Justice Administration major with an <u>emphasis on computer usage in graphics and English writing.</u>
Experience	June 2008-Present Signs By Tomorrow Beltsville/Silver Spring, MD Sales, Customer Service, Administrative Assistant <u>Handle incoming orders via phone and in person.</u> Give estimates as requested. Follow customer orders through the production process to make sure deadlines are met. <u>Follow up with customers</u> to check on satisfaction with products. <u>Trouble-shoot and find solutions to prevent reoccurring problems.</u> Call customers to inform them that their products have been completed or to request payment on completed products. Installation as requested, other tasks as assigned. --- Reason for separation: Still employed
	May. 2004 – Present Freelance Various Contract Graphic Design Work PathogenProductions.com, Baltimore, MD Owner/Founder/Artist <u>Generates graphics, decals, text media, digital and hardcopy artwork; often from concept to print.</u> Organized and directed three drag racing events in 2005. Co-sponsored two racing teams in 2005. <u>Develops print media, video mixes, websites, presentations, and sponsorship proposals as requested. Successfully met all deadlines as established by clients since 2005.</u> Up2NoGood.com, Ellicott City, MD Assistant Producer Adding in the creation of an Automotive related DVD. Handling <u>web publishing, vehicle graphics,</u> assisting in <u>video mixing and public presentation</u> in anticipation of release date. Drift-Caddy.com, Gaithersburg, MD Designer/Media Director Designed graphics presented on the Cadillac CTS-V Drift Racing car. <u>Wrote and designed advertisements</u> using said car. Developed media/web support for Drift-Caddy.com. <u>Assembled and presented sponsorship materials.</u> BC World Wide, Vienna, VA Contract Designer Tasked to <u>develop a repetitive graphic design for presentation</u> on panels for www.A1TeamUSA.com . Task <u>from concept to print in 23 hrs,</u> delayed only due to a lack of information on size, scale, and various details. Panels were printed by ShowTrax in England and are currently in use by the team.
	June 2008-Present GVK Baltimore, MD OutReach Team Member (Part-time/Contract) <u>Participate in public outreach marketing events to generate public interest in a given topic through presentation, education, and distribution</u> of various materials

