



Jessica Small

Professional Experience

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OBJECTIVE

Obtain an entry-level position at a web/graphic design firm that will challenge me creatively and give me opportunities to help me grow in my career and become a better asset to the company.

EDUCATION

Art Institute of Pittsburgh - Online Division 10/2004-06/2009
Major- Interactive Media Design, B.S. GPA: 3.9. Degree completed June 2009

EXPERIENCE

Sinclair Systems, Fresno CA 01/2009-Present
Graphic Designer
* Responsible for fruit label creation for well-known produce companies.
* Lead designer for South America produce labels.

Creative Cube Marketing Concepts, Fresno CA 10/2008-01-2009
Creative Design
* Responsible for 100% of the design, developing and coding of web sites.
* Implemented PHP and JavaScript to make sites dynamic to deliver the best user experience.
* Use of Web 2.0 technologies such as blog, forum on sites to provide an online social community for the client.
* Created back-end portals with access to a MySQL database to create a customized CMS.

Cargill, Fresno, CA 05/2006-10/2008
Inventory Control for Packaging Division
* Responsible for inventory tracking, product issues and vendor shipping.
* Cycle count maintenance that increased accuracy from 70% to 100%.
* Inventory auditor and purchase order entry.
* Selected by upper management for special accounting spreadsheet assignments that required advanced knowledge in MS Excel and SQL queries.
* Reduced packaging spending by 30% and cut inventory by 40%, which saved the company about \$175,000.

Gottschalks, Fresno, CA 11/2003-01/2006
Unit Control/ Price Management Clerical
* Allocation and creation of purchase orders, developed item transfers, and researched advertising results.
* Responsible for keeping company's intranet updated.

SPECIAL SKILLS

* Fluent and literate in Spanish.
* Possess strong communication, customer service and organizational skills, ensuring customer satisfaction and 100% on-time delivery of assigned projects.
* MS Office, Photoshop, Illustrator, InDesign, Adobe Flash, Fireworks, Dreamweaver, (X)HTML, AND CSS.
* Basic PHP, Javascript, MySQL, fast and accurate typing speed.
