

Jessica Minto

www.MintoDesigns.com

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1518 Barton Springs Rd
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Education **University of Pittsburgh 2010**
BSBA in Marketing
BA in Studio Arts
Graduated with Honors

Relevant Skills

- Graphic Design
- Web Design
- Packaging Design
- Pre-Press
- Illustration
- SQL Queries
- Scripting
- Copy Writing
- Quoting and Estimates
- Customer Relations
- Proficient with the Following Software:
 - InDesign
 - Photoshop
 - Illustrator
 - Acrobat
 - Mac and PC platforms
 - MS Office Suite
 - CorelDRAW
 - Smart Stream Designer

Experience **Allegent Community Federal Credit Union** 11/16-2/18

Graphic & Web Designer / E-Services Asset Developer

- Created and edited web pages found at www.allegentfcu.org using HTML, CSS, and JavaScript
- Designed assets for Allegent's mobile app such as icons, splash screens, and menu graphics
- Developed self indexing, interactive PDFs that tie to a SQL database to replace current paper forms
- Compiled staff training materials into power point presentations for new product launches
- Designed marketing materials such as newsletters, thank you cards, branded folders, and direct mailings

Pittsburgh Printing Solutions 6/15-9/16

Graphic Designer / Production Manager

- Designed stationery, flyers, menus, forms and other media for clients such as Peak Technical Staffing, Atria's, Washington Auto Mall, Pirolo Chiropractic, and Shiring Agency
- Handled press checks, pre-press set up, and production quality checks for various clients
- Worked closely with vendors to ensure outsourced work met quality standards and deadlines
- Prioritized production schedules to streamline work flow and meet expected customer deadlines

Freelance Graphic Design 8/08-present

- Complete rebranding of "ClarifEye Lens" product including logo, product packaging, and website
- Complete rebranding of small motorsports company including logos, forms and product documentation
- Created cover and interior illustrations for author-published books through Dorrance Publishing Co.
- Designed save-the-dates, invitations, programs, and place settings for multiple wedding parties

ATA Retail Services 11/14-6/15

Area Supervisor

- Assessed need, ordered and stocked impulse merchandise in local chain grocery stores
- Responsible for hiring, training and providing ongoing supervision and support for 6 merchandisers
- Engaged store management in order to increase sales opportunities in individual stores

Lowe's Home Centers Inc. 10/10-7/14

District Product Service Associate

- Executed new marketing plans for product merchandising
- Managed teams of up to 8 associates to execute extensive product and display remerches
- Trained Lowe's Department Managers on various integral software tools
- Coordinated efforts of third party vendors, store employees, and district staff to achieve common goals

Other Interests

- Costume design and creation
- National and international travel
- Unique home improvement DIY projects