

JEANNA HAAG

3332 Red Stripe Road * Salem, IL * (618) 319-3865 * clockworkdesignboutique@gmail.com

Graphic Design clockwork-design-boutique.design

Multimedia Graphic and Web Developer with more than ten years of experience. Detail-oriented with technical skills including HTML, Java, Graphic Design, Microsoft Office suite, Web design, Adobe Photoshop, Adobe Illustrator, InDesign, Flash, Dreamweaver and Acrobat. Communicate effectively and proficiently with co-workers; able to multi-task effectively. Tasks include providing customer service, program website, design web pages, routine check of all site links, provide help, and answer questions. Design website, edit coding, and provide routine updates to all Bass-Mollett affiliated websites. Re-design Bass-Mollett websites, as well as the Elegante' Brass Company website.

Professional Experience

Bass-Mollett Publishers – Greenville, IL 2018 – Current
360° Marketing Associate & Web & Graphic Designer

Play Like a Champion Today – Notre Dame, IN 2016 – Current
Freelance Graphic Designer

Bass-Mollett Publishers – Greenville, IL 2016 – 2018
Web & Graphic Designer

Greenview Christian Church – Centralia, IL 2012 – 2018
Webmaster & Information Technology

The Hair Business - Salem, IL 2008 - 2009
Receptionist

Customer Service

Implemented new procedures to improve customer service to our clients. Assisted customers with appointments, payments, and product purchases. Employer insight incorporated into design and functionality of the website. Assist customers with Director's Print Suite, the current Bass-Mollett software. Provide customers with information technology questions.

Qualifications Summary

- Experience in using the library and internet to assist instructors, students, fellow employees, and those in the church community.
- Ability to communicate task requirements and complete complex projects within specified time parameters.
- Strong verbal and written skills.

- Efficient in multi-tasking and providing excellent customer service to potential clients and current customers.
- Proficiency in graphic manipulation and photograph editing.
- Knowledge of scripting languages JavaScript, PHP, and jQuery.
- Proficiency in HTML5 and CSS3.
- Proficient in Apple and PC Operating Systems.

Computer Skills

Proficiency in Microsoft Word, Excel, Powerpoint, Adobe Photoshop, Illustrator, InDesign, Flash, Dreamweaver, and Acrobat. Knowledge of scripting languages including JavaScript, PHP, jQuery, HTML, and CSS.

Volunteer Experience

2007 – Present

- Delegated job duties to fellow classmates in complex and routine web page projects.
- Assisted with Hearts to Home program through Evergreen Christian Church.
- Volunteered for Pregnancy Care Clinic Walk for Life through Greenview Christian Church.
- Assisted students as a Media Center Worker through Salem Community High School.
- Volunteer for the Adopt a Family at Greenview Christian Church.

Education

Kaskaskia College, Centralia, IL
Major: General Studies; GPA 3.9
A.A.S. July 2012

DeVry University Online
Major: Multimedia Design and Development
Concentration in Graphic and Multimedia Design; GPA 4.0
B.S. January 2013 – December 2015