

jenna.

CONTACT

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SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Adobe Lightroom
HTML/CSS
InVision
Sketch
Microsoft Word
Microsoft PowerPoint
Illustration
(digital and traditional)
Procreate/iPad/Apple Pencil
Hand lettering
Digital photography
(basic photo editing, studio
lighting/equipment)

EXPERIENCE

October 2020–Present

Photographer's Virtual Assistant, *Meghan Marie Studio, Troy, OH*

- Wrote creative captions for all Instagram and Facebook posts
- Used Planoly to schedule both Instagram and Facebook posts
- Keep the blog up to date on all of Meghan Marie Studio's latest engagement sessions, weddings, and workshops

June 2020–Present

Bindary Operator, *A&B Printing, Fort Loramie, OH*

- Worked and communicated with other employees to safely operate machinery.
- Managed time efficiently to complete all jobs before the due date

January 2020–Present

September 2019–November 2019

Wedding Photographer's Assistant, *Meghan Marie Studio, Troy, OH*

- Managed time and itinerary to get all necessary photos
- Assisted with lighting and camera equipment
- Secured necessary items for photographer, second shooter, or wedding party

April 2020–May 2020

Design Intern, *Dayton Contemporary Dance Company, Dayton, OH*

- Head copywriter
- Researched competitors' social media pages and created a new brand voice
- Created brochure to highlight company donors

October 2019–January 2020

Design Intern, *Lunar Habits Apparel, Kettering, OH*

- Assisted with photography mockups and item placement
- Created designs for bridal collection

EDUCATION

August 2018–May 2020

The Modern College of Design, *Kettering, OH*

Associate Degree of Applied Business in Design

- Took technical courses in traditional print/package design, web design, UI/UX, introductory web development, photography, and illustration, as well as general education courses in English, art history, psychology, marketing, and communications
- Attended an AAF Dayton professional networking event featuring Tom Cocke, group creative director of The Buntin Group in Nashville, TN
- Worked Open House events at The Modern assisting college President Jessica Barry