

JENNIFER HARTUNG

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QUALIFICATIONS

- Over 5 years of professional graphic design work for print and web publications.
- BA in Studio Art from Smith College, concentration in computer-aided graphic design.
- Skilled at multi-tasking in busy professional environments.

WORK EXPERIENCE

Maine Support Network, Readfield, ME October 2005 – Present

Graphic Designer/Systems Administrator

- Graphic duty highlights: creation of all brochures, stationary, posters, newsletters, emails, logos, and websites.

Adult Education Photoshop Instructor, Readfield, ME November 2004 – Present

Instructor, Beginning Adobe Photoshop, Photoshop: Beyond the Basics & Photoshop for Artists

- Teach professional adults how to use Photoshop for home or office applications. Responsible for the creation of a curriculum and instructional materials including a companion website.

Design Initiatives, Manchester, ME June 2004 – Present

Web Developer/Designer, www.diwebsites.com

- Creator/Operator of a full service web/graphic design studio.

WFCR Public Radio Station, Amherst, MA July 2004 – October 2005

Freelance Web Assistant, www.wfcr.org

- Responsible for posting daily audio news files to the website including creating images to compliment the stories.

Boston Women's Health Book Collective January – April 2005

Freelance Web Assistant/Editor, www.ourbodiesourselves.org

- Responsible for editing material, optimizing images, creating layout and posting material to a back-end CMS site for the updated Our Bodies, Ourselves website.

The Calico Patch, Farmington, ME June 2004 – October 2005

Graphic Designer/Webmaster/Sales Associate, www.calicopatch.com

- Created store brand including logo, responsible for design of all store marketing and promotional publications. Designed and maintain e-commerce website.

Karen Rossi Studios, Windsor Locks, CT September 2003 – June 2004

Webmaster, Public Relations/Marketing Assistant, www.karenrossi.com

- Responsible for maintenance and upkeep of website, development and production of monthly fan and sales newsletters, documentation of events and pertinent information on new products and licensing in both print and web form.

Visual Communications Resource Center, Smith College, Northampton, MA January – May 2003

Computer Lab Monitor

- Responsible for keeping the center running smoothly, assisted students with troubleshooting software problems and printing on both Mac and PC platforms, kept computers updated and created user documentation.

Cosmopolitan Magazine UK, London, England

July – August 2002

Intern

- Aided art department editor and staff with layouts designed with Photoshop and Quark, provided assistance at Photo shoots.

COMPUTER SKILLS

- Proficient with Windows and Macintosh operating systems • Microsoft Office
- Adobe Photoshop • Adobe Illustrator • Adobe InDesign • Adobe PageMaker
- Adobe Dreamweaver • HTML, JavaScript, CSS • Adobe Flash • Quark Express
- Macintosh imovie • Final Cut Pro • Various Audio Conversion Software Programs

AWARDS

2nd Place (\$750) Winner of a logo contest by Protection & Advocacy, Inc. to find a new logo for their new name, *Disability Rights California*. Awarded June 2008.

Winner (\$1,000) of “The Art of Eating Well” poster contest in Farmington, ME, sponsored by a grant from the Kellogg Foundation to create an image that would become the face of a program of the Western Mountains Alliance and Maine Alternative Agricultural Association to create a vital and viable local food system. Awarded December 2005.

Taffy Gould McCallum '63 Financial Aid Fund grant of \$1,170 received to travel in Europe to take photographs for the project, “Links to the Past-Centuries of Inspiration,” awarded April 2002, completed December 2002.

EDUCATION

Smith College, Northampton, Massachusetts

B.A. May 2003 GPA: 3.46, **Dean's List all four years**

Major: Studio Art Minor: German

University of Hamburg/College of Fine Arts, Hamburg, Germany

October 2001 – July 2002

Mt. Blue High School, Farmington, ME

September 1994 – June 1999

Languages: Conversational German

REFERENCES

Available upon request.