

**objective:** To obtain a challenging career utilizing my communication & web design skills.

**skills:**

- Four plus years communication design & desktop publishing proficiency e.g. Adobe Creative Suite (InDesign, Photoshop, and Illustrator)
- Ten plus years advanced computer skills in Microsoft Office i.e. PowerPoint, Excel, & Word
- Three plus years vendor management & tradeshow coordinating skills
- Ten plus years administrative expertise
- Three plus years Adobe Flash, Dreamweaver, CSS & HTML, Fireworks, & Final Cut Pro knowledge

**education:**

- **METROPOLITAN STATE COLLEGE, Denver, Colorado—Bachelor of Fine Arts**, Concentration in Communication Design—*Degree acquired: December 2007*
- **CABRILLO COLLEGE, Aptos, California—Associate of Science**, Computer and Information Sciences/Desktop Publishing and Multimedia—*Degree acquired: May 2000*

**awards & honors:**

- **METROPOLITAN STATE COLLEGE—Magna Cum Laude Honor—December 2007**
- **METROPOLITAN STATE COLLEGE—President's Honor Role—2005–2007**
- **METROPOLITAN STATE CHAPTER—Golden Key International Honor—October 2007**
- **NATIONAL DEAN'S LIST—Certificate of Honor in 2004–2005**
- **PLANTRONICS, INC.—Employee of the month—June 1999**

**affiliation:**

- **AMERICAN INSTITUTE OF GRAPHIC ARTS/AIGA—Colorado Chapter—December 2007**

**experience:**

- **JN COMMUNICATION DESIGN, Littleton, CO**

*February 2008—Present*

- **Frontier Labourers for Christ, Highlands Ranch, Colorado—Current Web & Graphic Designer**
- **Sierra Mountain Coffee Roasters, Grass Valley, California—Current Web Designer**
- **TMSC, Inc., Nevada, California—Current Graphic & Web Designer**
- **Brand Savvy Inc., Highlands Ranch, Colorado—Graphic Design (3-month) Contractor**
- **Enlaso Corporation, Boulder, Colorado—On-Demand Desktop (6-month) Publisher**

Proposed rough sketch concepts to final design execution of projects from identity & logo, design system components & graphic standards, marketing collateral, to web & communication design. Created case study & capabilities, & company pamphlets. Developed online websites & updates. Formatted & laid out localized documents for multi-cultural environment on multiple platforms utilizing diverse desktop publishing software; re-positioned, re-sized artwork & screen captures; generated index, table of contents, bookmarks, & PDF of documents. Produced original artwork for designed marketing collateral & websites.

- **DHM DESIGN, Denver, Colorado**

*February—October, 2007*

**Graphic Design Intern—Resort Design Team**

Standardized corporate project marketing sheets; created new & updated project sheets; rendered site plan graphics on current & proposed projects; updated web site; designed streetscape signage; & compiled company proposals.

- **SEAGATE TECHNOLOGY, Scotts Valley, California**

*January—September, 2001*

**Department Administrative Assistant—Worldwide Planning and Scheduling Division**

Administrative assistant to senior director & department; generated reports to planners/schedulers; produced PowerPoint presentations; compiled data into linked Excel spreadsheets or worldwide inventory; calendared meetings; processed travel arrangements, expense reports, & petty cash.

- **PLANTRONICS, INC., Santa Cruz, California**

*(July—October, 1997, Temporary) October 1997—October 2000*

**Marketing Specialist/Trade Show Coordinator—Mobile Division**

Strategically coordinated product launches & facilitated training on new products to worldwide sales force; assisted in updates on product packaging, POP's, advertising, & marketing collateral; coordinated photo shoots of application shots & product images; liaison for web site updates & revisions; setup & manned tradeshow booths; support sales in distributing product samples & literature to major accounts, potential clients, & public relations.

**Administrative Assistant—Mobile Division**

High-level administrative duties to director e.g. processed nondisclosure agreements, purchase & personnel requisitions; coordinated setup & logistics of tradeshows; arranged meetings & seminars; generated correspondence, graphs, presentations, & reports; purchased & stocked marketing collateral, product samples, office supplies; distributed product samples & literature to major accounts & potential clients.



jila nielsen

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