

Jayme N.Heller

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PROFILE

A well-rounded, athletic individual with a passion for and solid skills in web and print graphic design. Enthusiastic about competitive sports, the fashion industry, and photography. Eager to employ excellent communication and relationship-building skills to improve corporate identity and client design in order to effectively reach various audiences.

COMPUTER SKILLS

Graphic Design:

Adobe CS2: Illustrator, Photoshop, InDesign
QuarkXPress

Web Design:

HTML, XHTML hand coding, BBedit, CSS,
Dreamweaver, Flash, Final Cut Pro
Overview: Javascript, PHP

Office Software:

Microsoft Word, Excel, Powerpoint

Proficient in PC and MAC

EDUCATION AND TRAINING

Certificate, Graphic & Interactive Design

2007, The Center for Digital Imaging Arts at
Boston University (CDIA)
Waltham, MA

BA, Economics

2005, Tufts University
Medford, MA
Honors: Cum Laude, Deans List all semesters
Sports: Varsity Field Hockey, 2001-2004
Varsity Lacrosse, 2001

Semester Abroad

2004, Monash University
Melbourne, Australia

GRAPHIC & WEB DESIGN EXPERIENCE

- PRACTICUM. Esperanza Academy, Lawrence, MA, 04/07-05/07
Redesigned the look and feel of their website to accurately represent the school's outstanding achievement in providing quality education to economically disadvantaged girls in the fifth through eighth grades and to highlight the many caring people who have made those accomplishments possible over the years. The ultimate goal is to increase the number of hits to the site with the purpose of attracting more donors and contributors to their excellent programs.
- INTERACTIVE DESIGN CERTIFICATE. CDIA, Waltham, MA. 01/07-05/07
Created XHTML based web pages and small websites using Dreamweaver and BBedit. Incorporated CSS and Flash and implemented Javascript and PHP. Filmed and edited a short video for the web in order to sharpen skills using Final Cut Pro.
- POSTCARD. CDIA, Waltham, MA. 12/06
Designed a card for CDIA Digital Photography Department that targets professional photographers to advertise the skills and services that photography alums can provide to them. Cards will be displayed on countertops in local professional photography stores.
- GRAPHIC DESIGN CERTIFICATE. CDIA, Waltham, MA, 09/06-12/06
Created a variety of materials including posters, brochures, magazine articles, advertisements, greeting cards, and logos using Adobe InDesign, Illustrator, and Photoshop.

OTHER EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE, 09/05-09/06

Brine Inc, Milford, MA

- Acquired and maintained a thorough knowledge of all Brine products, as well as researching competitors
- Reviewed orders and approved shipments daily for 200 accounts
- Researched and resolved all charge backs, price differences, shortages, shipping errors, and proof of deliveries; ensured timely payment of all invoices
- Communicated daily with Sales Reps via phone to ensure dealer and customer satisfaction

ADMINISTRATIVE/CLINICAL ASSISTANT, 06/03-08/03, 06/04-08/04

Planned Parenthood of Chester County, West Chester, PA

- Organized and condensed grant information for easier retrieval
- Answered patient phone calls and scheduled appointments using the computer, prepared and organized patient files, greeted patients, and handled collections and billing
- Supported team of physicians and nurse practitioners
- Worked in the lab doing urinalysis, RH factoring, and hemoglobin samples