

objective: To obtain a challenging career utilizing my communication, graphic & 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

- **Brand Savvy Inc.**, Highlands Ranch, Colorado—*Web & Graphic Design Contractor*
- **AllProAutoGlass.**, Greenwood Village—*Graphic Design Contractor*
- **Perky's Coffee.**, Longmont, Colorado—*Web Design Contractor*
- **Frontier Labourers for Christ**, Highlands Ranch, Colorado—*Web & Graphic Design Contractor*
- **Sierra Mountain Coffee Roasters**, Grass Valley, California—*Web Design Contractor*
- **TMSC, Inc.**, Nevada, California—*Graphic & Web Design 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, pamphlets, t-shirts & stationery. Developed online websites & updates. 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 tradeshow; 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.



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