

Jennifer Cox

Designer • Coordinator

Lake Oswego, OR
503-537-7598
info@jdcocdesign.com
http://jdcocdesign.com

Software

Adobe InDesign, Photoshop, After Effects, Illustrator, Premiere, Acrobat Pro
Microsoft Word, Excel, PowerPoint, Access
Final Cut Pro, Audacity, DVDStudio Pro

Skills

Mac and PC, Oral and Written Communication, Vendor liaison, Meet Deadlines, Scheduling
Video and Audio equipment, Scanners and Printers, Print Formatting, Proofing

May 2011-Current

Graphic Designer • Reasor Professional Dental Services

Develop and design promotional mailers, brochures and seminar binders for events for Reasor Professional. Compile and merge mailing lists for promotional events. Advise in marketing and website development and design.

November 2007 - Current

Graphic Designer/Artist Alley Coordinator • Altonimbus Entertainment

Design large format posters and smaller fliers for year round distribution for Kumoricon, Oregon's largest anime convention. Develop theme for web site layout and appearance while working within convention design theme and identity. Create promotional merchandise and shirts for staff and attendees. Assist in establishing branding with Publicity. Create and process contracts with attending artists. Plan layout and enforced rules and regulations during the convention. Design and print signage, banners and small event fliers. Research vendors for speciality projects and for yearly printing needs. Direct design of promotional items and smaller projects.

September 2005 - Current

Fine Applied Artist • Dancing Heron

Create and develop business and marketing plan. Established brand and how to create distribution through various internet and local networks. Develop promotional ad copy and products for local and internet distribution.

October 2007- October 2010

Editorial Coordinator/Executive Assistant • Western Light Publishing

Designed Resource Guide Ads. Post-production editing of Cable interview show. Proof-read articles. Directed and set up CG graphics for cable show. Edited and prepped filmed shows for distribution and uploading for internet distribution. Researched vendors for printing letterhead, promotional flyers and signage. Advised in logo design for events. Established branding on internet through social networking and video web sites. Client liaison with advertising assistance and distribution of publication.

November 2006 - April 2007

Administrative Assistant • Department of Pathology, OHSU

Digitized light projector slides and book images for lecture use. Redesigned department directory signage.

September 2005 - June 2006

Graphic Designer/ Archival Assistant • Millar Library, Portland State University

Produced flyers and cards for Artist & Writers series and for the Millar Library quarterly book sale. Processed and sorted documents for Special Collections. *(Student position)*

Education

Bachelor of Arts – Anthropology

June, 2006 Portland State University • Portland Oregon