

Curriculum Vitae

Jenny Jeffries



Contact



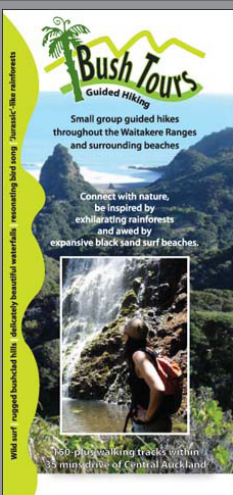
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Skills



Qualifications

I am a creative communicator, capable of managing my own work and overseeing others. I enjoy working on a variety of tasks, and can initiate and oversee projects through to completion. My interests span graphic art, web design and animation through to editorial and copywriting. I have a keen sense of humour, enjoy life, and regard challenges as opportunities. My years as a freelance artist have given me an appreciation of autonomy and self-motivation, as well as the ability to handle deadlines and keep up good client relations. My most enjoyable situation was as a senior designer for Roadshow Entertainment, Australia, in which I worked closely with copywriter and marketing managers to design the finished product.



Courses

In June 2006 I completed a Graduate Diploma in Computer Publishing and Design at AUT University, which I did to gain skills on the Mac in PhotoShop, InDesign, Quark Xpress, Illustrator and web software. As a Senior Designer I have overseen the work of other artists as part of a large studio in Sydney, and I was Studio Manager for a studio in Auckland prior to that. My years as an Executive Assistant and Administrator mean that I know PageMaker and the Microsoft Office Suite, as well as how to handle and monitor appointments and organise the day to day running of a busy office. I have a qualification in Technical Graphics, and a Primary Teacher's Diploma.



Graduate Diploma in Computer Publishing and Design, AUT
Technical Graphics Course, ATI
Journalism Correspondence Course
Story Writing Course, Auckland University
Film-making and Animation Workshop
Primary Teachers College

Employment

2006 - 2010	Freelance Graphic Designer as well as Marketing Co-ordinator for the AUT University library
2005 - 2006	Auckland University of Technology. Student
2002 - 2005 Auckland University of Technology Institute of Public Policy	Graphic Design and Administration for a growing Institute. Working in PageMaker, PhotoShop and PowerPoint, as well as the Microsoft Office Suite, to produce Annual Reports, publicity and presentations. Administering the office and Programme Administrator for the Economic Development Course, producing teaching materials and organising the workshops and conferences.
2001 - 2002 Andersen, New Zealand	Executive Assistant to the head of Global Corporate Finance in New Zealand and support to the Corporate Finance team. Organisation of appointments and correspondence for Partner, as well as preparation for meetings and client liaison. Editing and preparation of reports and proposals produced by members of the division. Assisting with graphic presentations using PowerPoint, and maintaining a quality design for the printed work done by the team.
1996 - 2000 Seedsowers Publishing House Georgia, USA	Personal Assistant to author. Editing and typing of manuscripts. Design and preparation of books, including cover design and postscripted artwork prepared for print. Office management and general accounts. Organising travel for conferences and related ministries. Producing marketing materials for the Publishing House.
1991 - 1996 INKLINGS Auckland	Freelance designer, working from studio in Central Auckland. Sole charge position, responsible for marketing my business, client liaison, and producing artwork from magazines, through to personal or business stationery. Clients included: IHC, World Vision, RoadShow, Ashton Scholastic Ansett Airways, Regional Parks, Health (NZ)
1989 - 1990 Roadshow Entertainment Sydney	Senior Designer, overseeing finished artists, responsible for promotional material and product covers for two Roadshow labels. Involved in the campaign planning and launch of these products and the design and implementation of marketing materials and overall image. Working with marketing managers and copywriters, as well as involvement in planning and execution of photoshoots and props.
1988 - 1989 Burnley Graphics Auckland	Designer and Studio Manager. Overseeing studio of three artists. Planning production and ensuring quality of printed work. Design of publicity, brochures, corporate identities, company newsletters, video covers and marketing materials. Working closely with the Company Directors and involved in client liaison. Preparation of artwork from design to finished art.