

## FUTURE ADDRESS

426 Biscayne Lane  
Sebastian, FL 32958

## CURRENT ADDRESS

2160 SW 107<sup>th</sup> Place  
Ocala, FL 34476

## PHONE

978-807-0059

## EMAIL

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## ONLINE PORTFOLIO

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## LINKEDIN

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## SUMMARY

Highly creative and detail-oriented Graphic Designer with extensive experience in design/presentation development and exceptional customer service. Highly developed collaborative and interpersonal skills and a dynamic team player. Accustomed to performing in deadline-driven environments with an emphasis on accuracy, quality, and courteous service.

## SKILLS SUMMARY

- > PC & Mac Platforms
- > Parallels Desktop
- > MICROSOFT OFFICE  
Outlook, PowerPoint, Excel, Word
- > ADOBE CREATIVE CLOUD  
InDesign, Illustrator, and Photoshop
- > Lotus Notes, Lynx
- > Keynote, SlideShark
- > Computer savvy and quick learner
- > Coordinates with other team members and departments to resolve issues with production, deadlines, and stock availability
- > Successfully manages and coordinates projects from conception to completion
- > Exceptional time-management skills and the ability to multi-task and prioritize
- > Works well under pressure both independently and as part of a team

## KEY ACCOMPLISHMENTS

- > Able to increase company revenue by bringing in several large accounts worth a combined total of over \$100,000
- > Designed and developed a successful marketing brochure that significantly increased brand awareness and standardized processes, which became the chosen template across all divisions within the organization
- > Chosen by former manager to create a graphics department at their NYC branch

## EMPLOYMENT HISTORY

### Graphic Designer/Sales Support Specialist: 07/17-Present

AMI Graphics | Ocala, FL

- > Assist in prepressing artwork using CMYK and/or PMS color books, advising customers on artwork specifications required for the substrate chosen
- > Exceptional mathematical skills provide customers with accurate pricing for upcoming projects
- > Expert knowledge of products offered, along with their uses and limitations, helps to streamline the process and assist with questions should they arise, improving the customer experience
- > Clear and concise daily scheduling and record keeping for staying on track with deadlines and ongoing projects
- > Write up sales orders clearly and concisely, following them through prepress, production, invoicing, and finally, packaging/shipping — responsible for resolving any issues along the way
- > Facilitates in-house processes by keeping abreast of any issues/problems that may arise, thereby streamlining production/shipping while avoiding costly delays to increase customer satisfaction

**Presentation Specialist:** 09/10-10/15

Putnam Investments | Boston, MA

- > Conceptualized/created dynamic onscreen shows for clients using PowerPoint, Keynote, Illustrator, and Photoshop
- > Created and incorporated charts, complex animations, graphics, and transitions into presentations
- > Responsible for creating and troubleshooting presentations for the CEO, Head of Global Marketing, and other company executives
- > Coordinated with team members and other departments on various complex projects
- > Assisted the manager in day-to-day operations, and oversaw the department in his absence
- > Scheduled meetings with upper management and clients to prepare/schedule upcoming events and review/discuss current projects
- > Created and adhered to strict company guidelines and templates
- > Worked under pressure in a fast-paced environment, often with clients present at work station
- > Coordinated/prioritized multiple jobs with clients while also delegating work to contractors if needed

**Graphic Designer:** 05/07-09/10

Parthenon-EY | Boston, MA

- > Created pieces that lead to the company's interest in redesigning all of their marketing collateral/presentation formats to modernize their image and standardize all materials across the board
- > Enhanced the company's collateral by developing relationships with more specialized vendors — thereby improving the quality of their marketing materials, which resulted in a more polished, professional product
- > Created tradeshow collateral including banners, displays, invites, and brochures
- > Coordinated production/delivery for international offices, promoting brand awareness and drawing in new clientele from Europe, Asia, and the Middle East
- > Conceptualized and designed high-end, animated PowerPoint presentations that successfully conveyed company's message/product to potential clients

**ADDITIONAL WORK HISTORY**

**Graphic Designer**

CRA International

Boston, MA

**Graphic Designer**

Deloitte & Touche

Boston, MA

**Graphic Designer**

Freelancing

Boston, MA

**Technical Illustrator A & B**

Raytheon

New Bedford, MA

**EDUCATION**

**The Art Institute of Boston**

(now part of Lesley University)

**Bachelor of Fine Arts**

DOUBLE MAJOR:

**Graphic Design/Illustration**