

# JanaLelek

**address** 6810 A thorncliffe austin, tx 78731  
**phone** 713.894.2421  
**email** jana.lelek@gmail.com  
**portfolio** www.coroflot.com/janalelek  
www.issuu.com/jana.lelek

**EDUCATION** associate of applied science graphic design  
austin community college 2008

## **EMPLOYMENT** MANAGER

ski shores cafe 2002 - 2007

- responsible for maintaining productivity and organization of over 30 employees.
- achieved many returning clients by establishing relationships and providing satisfactory customer service.
- managed employee schedules, training, hiring/firing.
- oversaw restaurant opening and closing procedures.
- business duties included inventory, ordering and receiving supplies, balancing cash drawer, bookkeeping, and payroll.

## LAYOUT EDITOR

the accent newspaper 2008 — 2009

design layout of student-run college newspaper for biweekly publication.

- arrange newspaper content to create effective pages and enhance readability.
- redesign of existing elements such as flags, sigs, bylines, teasers, jumps, and color use.
- create design elements such as illustrations and informative graphics to accompany news stories.
- use of Adobe InDesign and InCopy to prepare for print production.
- strong dedication to the editorial team to provide dependable troubleshooting and effective problem solving.

## FREELANCE GRAPHIC DESIGNER

2006 - present

custom creative design and branding services

- design conceptual logo identity and promotional materials.
- album art: creation of custom artwork in various mediums in combination with photography and typographic treatment producing effective aesthetic layouts for print-ready CD packaging.
- t-shirt/sticker design for screen print
- produce informative fliers for web and print promotion.
- provide photo editing and manipulation.

## NANNY/MOTHER'S HELPER

carey rhyne 2010 - 2010

- cared for two children ages 10 and 15
- organized schedules, ran errands, kept house, and other needs as required.

**STRENGTHS**

- enthusiastic about working in collaboration with others as well as independently.
- meticulously organized and thrilled by multi-tasking.
- always open to change and improvement in any area of life.
- great appreciation for tangibility

## **SKILLS/TRAINING** technical

- proficient in Adobe Photoshop, Illustrator, and InDesign, version CS4, Adobe Acrobat, and MS Office.
- experience with QuarkXpress, Flash CS4, Dreamweaver.
- familiar with both Mac and PC platforms.
- knowledge about printing and pre-press.

## creative

my strong creative background includes many college courses in studio art and design; this allows my creative output to be produced through various mixed media. my conceptual mind is always eager to discuss original design solutions. i have a great eye for composition and implementing color theory. Problem solving is a creative process in which i strive.