

Jennifer Knox

jafrenchy@gmail.com • coroflot.com/jenniferknox

PROFILE

With a B.S. in journalism and more than 7 years experience in various industries and roles, I bring a diverse background in communications and a proven ability to handle deadline-driven environments. I have a consistent work ethic to produce high-quality products, no matter how big or small, and a desire to bring out the best in organizations through effective and targeted communications.

HISTORY

Custom Learning Designs | *Desktop Publisher (contract position)* November 2010 - Present
Created and designed innovative and eye-catching learning guides for healthcare and pharmaceutical companies, including print modules, fact cards, PowerPoint/Articulate presentations and iReads (interactive PDFs).

ACCOMPLISHMENTS:

- A design lead for multiple high-profile projects
- Maintain quality while handling a handful of project deadlines

American & Western Art Collector magazines | *Production Artist* November 2009 - June 2010
Designed and copy-edited layouts and advertisements while adhering to a tight deadline. Created marketing e-mail blasts, newsletters, brochures and invitations. Toned photos and made sure pages were ready for press.

ACCOMPLISHMENTS:

- Praised for creative and error-free designs
- Received numerous "thank you" letters from advertisers and galleries for exceeding expectations

The Arizona Republic | *Designer* June 2007 - October 2009
Designed News, Business and Community sections. Created and maintained templates.

ACCOMPLISHMENTS:

- Successfully took on multiple roles, including design, copy-editing, booking pages and writing headlines
- Met multiple deadlines on a daily basis

State Farm Insurance Co. | *Organizational Development Analyst Intern* May 2006 - August 2006
Developed and edited communications for various departments within the company. Organized meetings and events for various internal departments. Created numerous PowerPoint presentations focusing on better communication in the workplace.

ACCOMPLISHMENTS:

- Kept departments informed of various activities and projects within the company through effective reporting and communication
- Provided fresh perspective on projects to help teams explain and promote their goals

Also worked at:

The Achieve Program at Southern Illinois University | *Office Manager* | January 2007 - May 2007

St. Louis Post-Dispatch | *News and Business Design Intern* | January 2006 - May 2006

The Pantagraph (hometown newspaper) | *News and Features Design Intern* | May 2005 - August 2005

The Daily Egyptian (college newspaper) | *Managing Editor, Copy Chief, Reporter, Online Editor* | August 2003 - December 2006

EDUCATION

Southern Illinois University
Carbondale, Illinois
Bachelors of Science
Major: Journalism
Minor: Political Science
Graduated May 2007
Magna Cum Laude

PROFICIENCIES

PC and Macintosh
Microsoft Suite
Adobe Creative Suite 4
Articulate
Quark XPress
AP Style
FileMaker Pro
Social network websites
Wordpress
Basic HTML
Content management programs
Digital PortaStudio

AWARDS

1st place, Front Page Design, Illinois College Press Association, 2006
2nd Place, Headline Writing, Illinois College Press Association, 2007
3rd Place, Best in Show: Design, Associated Collegiate Press, 2005