

Jessica Cottrill

Owner, Designer

10576 E. 29TH DRIVE - Denver, CO 80238
jessica.s.cottrill@gmail.com - 740-600-8212

WORK EXPERIENCE

Owner, Designer

ARTISTRY WONDERLAND STUDIO AND GALLERY - Chillicothe, OH - March 2010 to February 2013

Develop graphics and layouts for product illustrations, company logos, and Internet websites.

- Prepare illustrations or rough sketches of material, discussing them with clients or supervisors and making necessary changes.
- Use computer software to generate new images.
- Maintain archive of images, photos, or previous work products.
- Draw and print charts, graphs, illustrations, and other artwork, using computer.
- Study illustrations and photographs to plan presentation of materials, products, or services.
- Research new software or design concepts.
- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Owner
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete work schedules, manage calendars, and arrange appointments.
- Inventory and order materials, supplies, and services.
- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
- Plan and organize the acquisition, storage, and exhibition of collections and related materials, including the selection of exhibition themes and designs, and develop or install exhibit materials.
- Schedule events, and organize details including refreshment, entertainment, decorations, and the collection of any fees.

Artist/Customer Service Relations

WICKED SENSATIONS STUDIO - Chillicothe, OH - August 2005 to February 2010

Use materials such as pens and ink, watercolors, charcoal, oil, or computer software to create artwork.

- Integrate and develop visual elements, such as line, space, mass, color, and perspective, in order to produce desired effects such as the illustration of ideas, emotions, or moods.
- Confer with clients, editors, writers, art directors, and other interested parties regarding the nature and content of artwork to be produced.
- Submit preliminary or finished artwork or project plans to clients for approval, incorporating changes as necessary.
- Maintain portfolios of artistic work to demonstrate styles, interests, and abilities.
- Render drawings, illustrations, and sketches of buildings, manufactured products, or models, working from sketches, blueprints, memory, models, or reference materials.

- Create sketches, profiles, or likenesses of posed subjects or photographs, using any combination of freehand drawing, mechanical assembly kits, and computer imaging.
- Shade and fill in sketch outlines and backgrounds, using a variety of media such as water colors, markers, and transparent washes, labeling designated colors when necessary.
- Collaborate with writers who create ideas, stories, or captions that are combined with artists' work.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Schedule events, and organize details including refreshment, entertainment, decorations, and the collection of any fees.

Quality Checker/Customer Service

MCKESSON CORPORATION WASHINGTON COURTHOUSE - October 2002 to March 2004

Communicate quality control information to all relevant organizational departments, outside vendors, or contractors.

- Identify quality problems or areas for improvement and recommend solutions.
- Collect and analyze production samples to evaluate quality.
- Prepare invoices, shipping documents, and contracts.
- Stop production if serious product defects are present.
- Verify customer and order information for correctness, checking it against previously obtained information as necessary.
- Review orders for completeness according to reporting procedures and forward incomplete orders for further processing.

Waitress/Floater

LINDSEY'S BAKERY AND CAFE - Circleville, OH - August 1996 to July 1998

Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

- Collect payments from customers.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Prepare checks that itemize and total meal costs and sales taxes.
- Take orders from patrons for food or beverages.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
- Roll, knead, cut, or shape dough to form sweet rolls, pie crusts, tarts, cookies, or other products.
- Apply glazes, icings, or other toppings to baked goods, using spatulas or brushes.
- Decorate baked goods, such as cakes or pastries.

EDUCATION

AA in IT/Web Design

UNIVERSITY OF PHOENIX - Phoenix, AZ

2012 to 2015

BA in Fine Arts

ACADEMY OF ART UNIVERSITY SAN FRANCISCO - San Francisco, CA
2005

Certificate of Completion in Performing and Visual Arts

Pickaway Ross Vocational School - Chillicothe, OH
1995 to 1997

High School Diploma in Business Focus Studies

Huntington High School - Chillicothe, OH
1994 to 1997

SKILLS

Graphic and Web Design, Illustration, Advanced Computer Literacy, Customer Service, Waitress Duties, Cash Handling, Telephone Skills, Fluent in MS Office Programs and Adobe Creative Suite CS5&CS6, Managerial Duties

ADDITIONAL INFORMATION

- Computer Programs- -Adobe Photoshop CS4, CS5 -Adobe Illustrator CS4, CS5 -Adobe InDesign -Adobe Dreamweaver CS4 -Microsoft Word, Powerpoint, Excel Proficient -Corel Draw X5 -15+ Years Customer Service Skills, Excellent communication skills -15+ Years Computer Literacy Skills (Email, Social Networking, Word Processing) -10+ Years Basic Office duties, Cleaning duties