

# AMANDA JEANNE

CREATIVE DESIGNER

## EDUCATION

### ART INSTITUTE OF PITTSBURGH

Jul 2009 - Sept 2011  
*Bachelor of Science*  
in Web Design and Interactive Media

### PITTSBURGH TECHNICAL COLLEGE

Oct 2006 - Oct 2008  
*Associate of Science*  
in Graphic Design

## SOFTWARE

Photoshop  
InDesign  
Illustrator  
HTML/CSS  
Wordpress  
Microsoft Office  
Keynote/Powerpoint  
Premiere Pro  
MailChimp/Robly  
Hubspot

## OTHER SKILLS

Timeline Management  
DetailOriented  
Quick Learner  
Telecommunication  
Team Collaboration  
Adaptability  
Photography  
Basic Video Editing

## CURRENT EMPLOYMENT

### ROADBOTICS

Oct 2019 - Present

*Visual Designer:* Create digital and print marketing collateral for the company. Design client and internal newsletters. Create graphics for the RoadWay and AgileMapper dashboards and related mobile apps. Communicate with print shops for printing and/or mailing. Create visual content for social media accounts and blog posts. Update/edit the website. Create and edit short videos.

### FREELANCE DESIGN (AMANDAJEANNE.COM)

Apr 2010 - Present

*Graphic/Web Designer:* Work with clients on a contract basis on various print and digital projects. Maintain a personal work schedule to meet client deadlines. Track time spent on each project and send monthly invoices to clients for payment.

## PAST WORK EXPERIENCE

### ALLEGHENY COUNTY

Oct 2018 - Oct 2019

*Clerk Typist II:* Performed clerical duties for the Office of Children, Youth, and Families. Typed and mailed paperwork to clients in a timely fashion. Prioritized and organized daily workflow. Quickly and effectively dealt with issues that arose over the phone or with clients at the reception desk. Scanned, archived, and distributed incoming mail.

### COLOR ME MINE

Apr 2015 - Oct 2018

*Studio Manager:* Set customers up to begin painting their ceramics. Glazed pieces and loaded them into the kiln. Handled cash register duties. Booked and ran parties and events. Assembled inventory orders. Painted commission and store display pieces. Packed and shipped finished pieces to customers. Designed marketing materials and updated the website/social media.

### MOJO RESEARCH AND DEVELOPMENT

Oct 2014 - Sept 2015

*Contract Graphic Designer:* Designed graphics for various direct response websites and online banner ads. Set up website layouts using company templates. Created custom website layouts while working directly with the client.

### SONGWHALE

Sept 2011 - Oct 2014

*Lead Designer:* Designed and coded the front-end of direct response websites and online banner ads for various clients. Managed project timelines for myself and one other designer in a demanding, fast-paced industry. Implemented the use of Bootstrap to speed up website creation time. Interviewed potential design interns and employees. Communicated daily with coworkers across different cities. Occasionally worked on assembling company decks and presentations, and designing printed marketing materials.

### PROMERA SPORTS

Sept 2010 - Sept 2012

*Graphic Designer:* Designed and edited labels for various dietary supplements. Created promotional web graphics and print advertisements for the individual supplements.