

JEN MINTO



PROFILE

Name: Jen Minto

Profession: Graphic Designer

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Portfolio | **Linkedin**

EDUCATION

California State University, Chico
BA in Communication Design +
Emphasis in Graphic Design: 2009
AIGA (V.P. 2008): 2007 — 2010

Association of Certified
Professional Wedding
Consultants (ACPWC)
Professionally trained: 2011
Chair of Hospitality: 2013 — 2014

EXPERTISE

Art direction + management
Digital illustration
Typography
Timelines + Budgets
Photo editing
Print + web production

PROFESSIONAL EXPERIENCE

MAR '15
—
PRES.

GlobalFluency Inc.

Graphic Designer (2015) — Senior Designer (2016)

- Project management: organize timelines, budgets, tasks, deadlines, team communication, and production on an array of assignments spanning from website creation to convention materials.
- UX and visual design of websites for company-partnered sites and programs involving site maps, wire framing, Photoshop mock-ups, and production of visual elements.
- Designs websites, web and email banners, infographics, reports, print ads, event banners, event programs, logos and branding materials.
- Collaborates with cross-functional teams, across organization, such as marketing, PR, and clients to produce work that serves it's purpose through effective design.

FEB '12
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SEP '14

Amazée | Events Inc.

Graphic designer, Event Associate + Production Assistant

- Composes and produces marketing and social media materials: branding collateral, blogs, advertisements, print and digital publication submittals, etc.
- Works side-by-side with clients and vendors to plan and execute wedding, social, and corporate events: timelines, budgets, floorplans, project schedules, and day-of management.

MAR '10
—
JUN '10

Shutterfly

Contract Designer

- Creation of e-mail and web content for Shutterfly and their partners' customers using branded graphics and management platforms.
- T-shirt designing for Shutterfly employee events.

OCT '09
—
JAN '16

Freelance Graphic Designer

- Works closely with owners to develop logo, business cards, and letterhead, for start-up companies through an interactive design process.
- Wedding and event stationery: save the dates, invitations, programs, menus, escort cards, etc.
- Custom graphics, illustrations, and brochure design.

JUN '08
—
FEB '09

The Walt Disney Company

Communication Planning Professional Intern

- Designs internal communication collateral for Disney's Hollywood Studios theme park.
- Collaboration with various departments to create a weekly pamphlet distributed to 5,000 Cast Members.