



# JENNIFER LANDSCHOOT

Las Vegas, Nevada 89103, 702-817-8840, jlandschoot83@gmail.com

## PROFESSIONAL SUMMARY

Talented Senior Graphic Designer and expert in artistic design, project management and publication development. Accustomed to supporting clients to meet commercial or promotional needs. Work well with project leaders to refine and optimize designs.

## SKILLS

- Website & Graphic Design
- Adobe Creative Suite
- Account Management
- Supply Management
- Organizational Skills
- Conflict Resolution

## EXPERIENCE

Office Manager November 2019 - Current

Bigfoot Garage Cabinets | Las Vegas, Nevada

- Oversaw daily office operations and ensured smooth workflow.
- Processed payroll for all employees.
- Implemented efficient filing systems for paper and electronic documents.
- Facilitated office communication, handling and routing mail, packages, and messages.
- Scheduled appointments and managed calendars for multiple tasks and appointments for installers & estimators.
- Created detailed flat sketches of cabinets in Adobe Illustrator and Vecentric VCarve.
- Maintained organized digital filing system for all technical documents.
- Performed job in conjunction with Harvest Your Profits as both companies are owned and run by the same business owner.

Senior Graphic Designer March 2008 - Current

Harvest Your Profits | Las Vegas, Nevada

- Delivered projects with creativity, speed and accuracy, utilizing exceptional layout and design skills.
- Implemented new technologies and techniques through research and professional development.
- Prepared final artwork files for printing or digital distribution while maintaining quality standards.

- Utilized typography effectively in various design projects to convey messages clearly and aesthetically.
- Managed multiple design projects simultaneously while adhering to strict deadlines.
- Attracted users to websites with professional, user-friendly designs and clean code for high-performance operation.
- Optimized websites for search engines using SEO best practices.
- Developed responsive websites using HTML, CSS, and JavaScript.
- Conducted regular website maintenance, updates, and backups.
- Monitored website traffic using analytics tools such as Google Analytics or Adobe Analytics.
- Performed job in conjunction with Bigfoot Garage Cabinets as both companies are owned and run by the same business owner.

## EDUCATION

Bachelor of Science (B.S.) - Visual Arts December 2006

State University of New York at New Paltz, New Paltz, NY

- Graduated with 3.0 GPA

Associate in Arts (A.A.) - Graphic Arts and Advertising Technologies May 2003

Finger Lakes Community College, Canandaigua, NY

- Graduated with 3.45 GPA

## VOLUNTEER

Executive Administrator January 2016 - Current

Ava's Avengers | Las Vegas, Nevada

- Collaborated with team members on various projects to meet deadlines and achieve goals.
- Fostered work environment built on respect, dignity and inclusion regardless of roles, responsibilities, or differences.
- Created marketing materials to promote organization's services and accomplishments.
- Established member on the 501c3 charity's Board of Directors, under the title of "Executive Administrator"
- Maintained website for the nonprofit <https://www.avasavengers.org>
- Created logos, team member character cards, and pledge pages for organization events.
- Collaborated with the volunteer efforts at events such as obstacle course and trail races, to receive race credits for those who want to run but cannot afford to do so.