

# J Wolf

JENNY WOLF  
GRAPHIC DESIGNER  
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website

## GRAPHIC DESIGN EXPERIENCE

OfficeMax  
Medina, MN

March 2009– December 2009  
*ImPress Associate*

Assisted customers with copy, design and finishing needs  
Helped in other departments when needed

Winning Edge, Inc.  
Maple Plain, MN

March 2009 – December 2009

*Production Artist/Graphic Designer*

Readied files for screen printing and engraving  
Typeset and proofread files  
Designed awards for catalogue and clients

## EDUCATION

Art Institutes International Minnesota  
Minneapolis, MN

2007–2008

*Associate of Applied Science Degree in Graphic Design*

Graduated: December 2008

4.0 GPA

University of North Dakota  
Grand Forks, ND

1999–2003

*Bachelor of Arts Degree in Communication*

Emphasis on Graphic Communication

Graduated: December 2003

## INTERNSHIPS

Big Brothers Big Sisters  
St. Paul, MN

2008

*Graphic Design Intern*

Designed invitation and program for Annual Meeting

Created newspaper ads, postcards and web files

Reformatted and redesigned two handbooks

Readied files for printer

## WORK EXPERIENCE

SEI-Customer Care Service, LLC  
Grand Forks, ND

2004–2007

*Installation Manager*

Promoted to Installation Manager in September 2006

Promoted to Senior Technician January 2006

Trainer for 5+ new classes of 5–10 students

Spent one month in New Mexico training new class

Received Star (MVP) Award for 2006

Edited and reformatted 300 page training manual

## SKILLS

Mac and PC Platforms

Adobe Creative Suite  
Microsoft Office Suite  
Corel Draw  
Adobe Acrobat  
PeopleSoft

Logo Design  
Page Layout  
Ideation  
Typography  
Illustration