



# JENNA JORDAN

## Graphic Design

### CONTACT

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Fort Collins, CO



### SOFT SKILLS

Organization  
Critical thinking  
Receptive to feedback  
Communicative  
Leadership  
Dependability  
Effective collaboration

### HARD SKILLS

Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop  
Adobe XD  
Adobe After Effects  
Mac OS  
Professional Cameras  
Shopify  
Canva  
Microsoft Office

### CERTIFICATES

**Advanced Painting Techniques**  
2017 | *Accademia D'Arte Firenze*

### OBJECTIVE

I am a recent graduate of Rocky Mountain College of Art + Design in the Graphic Design program. I am seeking a hands-on and collaborative work environment where I can make the best of my potential and contribute to the company's growth and success.

### EDUCATION

**BFA in Graphic Design** | Rocky Mountain College of Art + Design  
2023 | *Denver, CO*

**BA in Studio Art** | Fort Lewis College  
2016 | *Durango, CO*

### EXPERIENCE

#### **Jenna Jordan Graphic Design**

*Graphic Design Freelancer | 2021–Present*

- Develop visual designs and concepts that bring client ideas to life
- Promote my personal brand via social media and word-of-mouth
- Conduct meetings for constructive design feedback from clients
- Send deliverables on time and in an organized and professional manner

#### **The Great Republic at The Broadmoor**

*Colorado Shop Store Manager | 2021–2023*

- Sold antique flags, maps, war bond posters and engravings and 1st edition books
- Effectively acquired in-depth knowledge of all antique art pieces in the shop
- Successfully developed and maintained professional connections with clients
- Expertly handled, packaged, and shipped fragile antique art pieces
- Utilized strong management skills to conduct interviews and train new hires

#### **Walden Watercolors**

*Professional Artist Assistant | 2016–2021*

- Assisted artist in the set up and tear down of materials for art exhibitions
- Promoted and pitched artist artwork to interested clientele
- Researched artist techniques and stayed up-to-date on artist inventory
- Carefully hung and stored fragile artwork before and after exhibitions