

Jennifer Mills

web & graphic design • marketing

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SKILLS

- COMPUTER SKILLS • Adobe Creative Suite 4 • Dreamweaver • QuarkXPress 6.5 • HTML/XHTML • CSS
• audio/video editing • JavaScript • WordPress/Movable Type • Web 2.0 • BBEdit
- SPECIALIZED SKILLS • web usability • information architecture • XHTML hand-coding • photo retouching/correction
• digital photography • vector graphics • typography • print production • RSS • podcasting

EXPERIENCE

- COLLECTION MANAGER
Aurora Photos
auroraphotos.com
9.2009 - present
- Brand and market new image collection within established stock agency
 - Manage stock image collection, photographer recruitment and relations within collection
 - Distribute images and act as liaison to 19 international partner agencies
 - Design and code website for collection, retouch images, maintain blogs
- INSTRUCTOR
CDIA at Boston University
cdiabu.com
1.2008 - 8.2008
- Teach full and part-time graphic design and interactive design classes
 - Develop and execute lesson plans for both print and web design projects
 - Assist students in troubleshooting technical problems as they learn software
 - Lead classes in collaborative and/or individual critique of their work
- SR. MULTIMEDIA DESIGNER
The Fletcher School
Tufts University
fletcher.tufts.edu
6.2007 - 12.2007
- Manage 6000 page website, including databases, micro-sites, and web 2.0 components
 - Implement redesign and restructuring of information architecture for entire website
 - Manage junior graphic/web designer
 - Collaborate with departments to create individual micro-sites while maintaining overall cohesion
 - Manage all photographic needs, shoot/edit photos, catalog, and provide for web/print materials
- WEB DESIGNER
The Fletcher School
Tufts University
fletcher.tufts.edu
9.2006 - 6.2007
- Implement web 2.0 media including blogs, podcasts, wikis, and tagging
 - Design and code new sites for research centers, faculty/deans, and special events
 - Optimize usability of the website for the specific needs of prospects, students, and faculty
 - Create custom logos for new programs, conferences, print material, and blogs/podcasts
 - Work with webmaster and dean's office to execute a restructure/redesign of the site
- GRAPHIC/WEB DESIGNER
This is Nollywood - CDIABU
thisisnollywood.com
2005 - 2007
- Designed logo for film *This is Nollywood* to be used on website and in print advertising
 - Created website for the film and provide ongoing site support along with design team
 - Continue to be involved in concept and design of DVD, posters, and press kit materials for the film
 - Created magazine for CDIABU Photo Department to be used by admissions office
- GRAPHIC/WEB DESIGNER
The Ellie Fund
elliefund.org
2006
- Designed new logo for use on website, letterhead, promotional materials, and clothing
 - Headed a team of designers in a complete re-design of the company website
 - Provided education of software to company employees for the updating of the site
 - Continue to provide technical support to employees
- GRAPHIC DESIGNER
CIPI
compid.com
2004 - 2005
- Created custom designs using original artwork, recreations and existing company logos
 - Worked with printshop to ensure correct color management (PMS and four-color)
 - Communicated with vendors/customers to ensure artwork requirements/deadlines were met
 - Streamlined production by reducing turn-time on high profile domestic and overseas jobs

TRAINING

- EDUCATION
- Certificate | Graphic & Interactive Design | Center for Digital Imaging Arts | Boston University | 2006
 - Certificates | Basic and Advanced Adobe Creative Suite 2 | American Graphics Institute | 2005
 - Bachelor of Arts | English | University of New Hampshire | 2001
- ASSOCIATIONS
- AIGA: The Professional Association for Graphic Design
 - Graphic Artists Guild