

# JESSICA DOBROWOLSKI

## Contact Details

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## Education

### 2004

#### Completed Year 12

*Open Access College – South Australia*

<i>English</i> . . . . .	High Achievement
<i>Digital Photography</i> . . . . .	Very High Achievement, 100%
<i>Information Processing and Publishing.</i> . . . . .	Very High Achievement
<i>Media Studies</i> . . . . .	High Achievement
<i>Art Practical</i> . . . . .	High Achievement

## Work Experience

### December 2006 – Current Nutbirdz Strategic Marketing

*Graphic Designer / Web Developer*

#### Skills Demonstrated

- Brochure design
- Logo design
- Stationary design
- Creating files ready for print:  
Bleed, transparency, file specification
- Understanding of Pantone, CMYK and RGB colours
- Website design
- Website coding
- Cascading Style Sheets
- Uploading websites via FTP
- Uploading and setting up the website editor tool, using cpanel
- Setting up email forms
- Google Maps
- Basic Flash
- Customer service
- Phone skills
- Writing tutorials
- Working to a deadline

## Recent Graphic Design Jobs

### *CMC Mayoral Chamber Ball*

- Invitation design
- Invitation insert design
- Ticket
- Program

### *XY Mapping*

- 80 x 200 mm posters
- Outdoor poster
- CD design

### *Poinciana Penthouse Villas*

- A4 brochure

\* Examples of these designs and others can be seen in my portfolio.  
<http://jessicasportfolio.no-ip.org>



## September 2006

### **Freelance Website Designer**

*Techno Plus Mobile Computer Services*

*[www.technoplus.com.au](http://www.technoplus.com.au)*

### **Skills Demonstrated**

- Hand coding
- Rollover images
- Website design



## 2003

### **Budget Colour Printers** - South Australia

*Office Assistant / Receptionist*

### **Skills Demonstrated**

- Customer Service
- Phone Skills
- Data entry
- Basic Printing
- Basic business card, wedding invitation layout
- General Cleaning

## Program Skills

### Adobe Photoshop

- Graphic design
- Website design
- Extensive knowledge of image manipulation
- Computer generated images
- Specials effects, image adjustment

### Corel Draw

- Graphic design
- Vector Shapes
- CMYK, Pantone Colours
- Page layout - size, bleed, etc

### Macromedia Fireworks

- Website design
- Graphic design
- Cutting up images for web

### Macromedia Dreamweaver

- Website design coding
- Uploading via ftp
- Forms
- Java
- Cascading Style Sheets

### Microsoft Word

- Document layout
- Mail merge
- Extensive knowledge of letter, pamphlet, menu, brochure, newsletter, business card layout and design
- 60 wpm

### Microsoft Excel

- Graphing
- Date Entry
- Budget planner

### Internet Explorer and Mozilla Firefox

- Extensive Internet knowledge
- Can hand code websites using Microsoft notepad.

## Personal Strengths

- Self taught
- Eager to learn new skills
- Love a challenge
- Work to a schedule to meet a deadline
- Strong understanding of computer programs
- Reliable

## Achievements

**2004** - Top marks, 100% HSC, Photography

**2003** - 98% Digital Photography and Design assignment, used in Open Access College course booklet.

**2002** - Art Merit - Royal Adelaide Show, *South Australia*

**2002** - Artwork honorary mention - Royal Adelaide Show, *South Australia*

