

Jennifer Reed

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<http://jenniferlreed.com> 

Skills

Software

- Adobe Creative Suite
 - Photoshop
 - Dreamweaver
- Microsoft Office
 - Outlook
 - Powerpoint
- InDesign
- Illustrator
- Word
- Excel

Languages

- HTML5
- CSS3
- XTHML
- JavaScript
- JQuery
- PHP

Education

M.A. in Web Design and Online Communication
01/2015 - Present University of Florida - Gainesville, FL

B.A. in Design Studies - Digital Visualization
08/2004 - 05/2008 Arizona State University - Tempe, AZ

Work Experience

Draftsperson

12/2013 - Present BSB Design - Scottsdale, AZ

- Photoshop rendering of varying elevation styles for regional residential projects
- Works on varying project teams, drafting production homes from Design Development through Construction Documents

Junior Designer

05/2012 - 10/2013 Nelsen Partners - Scottsdale, AZ

- Collaborate graphic design and presentation for City Design Review Board, as well as owner/client presentations
- Assist with project model renderings
- Worked on project Design Drawings through Construction Documents
- Expanded knowledge of Photoshop, SketchUp and AutoCad

Administrative and Construction Administration Assistant

07/2009 - 05/2012 Nelsen Partners - Scottsdale, AZ

- Assistant to two company Principals
- Responsible for data entry, distribution of submittals and materials
- Maintained accurate project files as well as digital archive files
- Assist with in-house IT
- Manage front office operations, receiving clients and directing calls
- Special project design: greeting cards, display poster

Work Experience Cont.

Architectural Intern

07/2006 - 01/2007 HDA Architects, LLC - Gilbert, AZ

- Assisted with structural revisions/adjustments per redlines by Architect
- Accountable for material revisions to blueprints as redlined by Architect
- Responsible for creating CD's, printing and filing of project plans
- Managed data entry, distribution of submittals and materials