



Jill Lufkin

GRAPHIC DESIGNER

September 7, 2021

Dear Future Employer or Client,

I am looking for a Graphic Designer position. I have included my resume. I also have a more extensive portfolio available to review at www.dufkindesigns.com/projects.

I am a creative, hardworking, and dedicated graphic designer. I am proficient in Adobe Illustrator, Photoshop and InDesign. I received a BA in studio art with an emphasis in graphic design at the University of Northern Iowa in May of 2001. After college, I gained two years of experience working in a print shop as a graphic designer. I also attained management experience working as the assistant office manager. While working at vgm creative as a graphic designer, I obtained many skills working on a creative marketing team. Currently, I am working from home as a freelance graphic designer in Okoboji, IA. I work with many different clients and juggle multiple deadlines. I am very organized and always quick with my turn around.

I would sincerely appreciate being considered for a position. Thank you.

Cordially,

Jill Lufkin



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GRAPHIC DESIGNER

Goal

I am looking for a career in a positive and energetic work environment. I am a creative, hardworking, and dedicated graphic designer.

Education

1998-2001
Bachelor of Arts, Emphasis in Graphic Design
University of Northern Iowa
Cedar Falls, IA

1997-1998
Western Iowa Tech Community College
Studied General Education

1995-1997
Des Moines Area Community College
Studied Nursing and General Education

Skills

Adobe Illustrator • Adobe Photoshop
Adobe InDesign • Quark Xpress
Microsoft Publisher • Microsoft Outlook
Microsoft Word • Microsoft Excel
Word Processing • Photography
Drawing

Experience

Graphic Designer • Perfection Learning (remote and part-time)

December 2019 - Current

- Illustrations, maps, and other images for textbooks.
- Bookmarking, hyperlinking, and creating ebooks.
- ALT text for images in textbooks.
- Style changes and corrections in Object Editor for online lessons.
- Style updates or changes in books.

Senior Graphic Designer • Craft-Cochran Inc. (remote and part-time)

December 2011 - Current

- Design screenprints and embroidery for various apparel.
- Design flyers and order forms for apparel or promotional sales.
- Multi-task between many different projects.
- Communicate with the clients on their project needs.

Freelance Graphic Designer • Dufkin Designs

April 2003 - Current

- Design logos, brochures, invitations, direct mail, and many other marketing materials.
- Website designs and updating.
- Social marketing for Facebook & LinkedIn.

Graphic Designer • VGM Creative

March 2004 - August 2010

- Designed logos, brochures, posters, blast emails and many other marketing materials.
- Printed to color printer and large format printer, along with outsourcing files to external print companies.
- Worked as a team, brainstorming marketing and design ideas.
- Juggled multiple projects at the same time.

VGM Homelink

Patient Care Coordinator

- Coordinate referrals between the patient, insurance company, and the local durable medical equipment provider for medical supplies.



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References



Keith Sandvold
Owner
Craft-Cochran, Inc.
319.240.0934



Shelley Dunbar
Owner
Dunbar's U Design It
308.430.8171



Jared Weiss
Vice President
El Guapo's Tequila + Tacos
515.326.1947



Austin Peterson
Senior Consultant
Aflac
573.415.6344