

Jodi Skeris

Studio City, CA 91604
<http://www.jskeris.com>

Phone: 323.387.3379
Email: jskeris@gmail.com

SUMMARY OF SKILLS

- Extensive experience in graphic design, web production, and art direction.
- Expertise in design, writing, and editing.
- Excellent interpersonal and time management skills.
- Proficient in Photoshop, InDesign, Illustrator, Wordpress, and Microsoft Office.

PROFESSIONAL EXPERIENCE

FREELANCE PRODUCTION ARTIST/MANAGER 8/2007 – CURRENT

VARIOUS CLIENTS: LOS ANGELES, NEW YORK, SAN FRANCISCO, CHICAGO, AND REMOTE (OFF-SITE)

- Coordinate printing to ensure each project is produced according to specification and delivered on time.
- Prepare mechanicals, photos and 4-color art for printers and color separators.
- Provide presentation comping services such as mounting, hand cutting, binding and boarding.

FREELANCE: GRAPHIC DESIGNER 5/2013 – 7/2014

SALESFORCE; LOS ANGELES, CA (5/2013 - 2/2014)

- Designed and managed visuals for sales and marketing eBooks that were downloaded by over 100k people via the Salesforce website, Facebook, and Twitter.
- Assured branding consistency throughout various advertisements on the Salesforce website.
- Created infographics in conjunction with blog articles.

SALESFORCE: CONTENT MANAGER (2/2014 - 07/2014)

- Moderated comments, responded to consumers, and fostered community engagement daily across social media channels.
- Managed HTML content and production for a high traffic website.
- Coordinated with marketing and other channel partners to support campaigns, promotions, and cyclical events.

FREELANCE: PRODUCTION ARTIST/DESIGNER 5/2011 – 5/2013

DAVIS ELEN: LOS ANGELES, CA

- Collaborated with account managers to discuss the business objectives of projects.
- Presented finalized ideas and concepts to clients and account managers.
- Contributed ideas and designed artwork that was consistent with the brief strategies.
- Created layouts that were ready for mechanicals and print production.

SENIOR ART DIRECTOR 5/2005 – 8/2007

AGENCY RX; NEW YORK, NY

- Managed and trained junior and mid-level art directors on existing and new accounts.
- Commissioned illustrators, photographers, and directors.
- Designed and created visual art for brochures and various advertisements for both print and web media.
- Developed logo and branding guidelines.

EDUCATION & TRAINING

Master of Science, Advertising (Art Direction), Virginia Commonwealth University (VCU Brandcenter), Richmond, VA
Bachelor of Arts, Mass Communications, University of Minnesota, Minneapolis, MN