

# Justin Jeffery

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## EDUCATION

Andrews University, Berrien Springs, MI—Graduated August 2004  
 Bachelor of Music (BMus); major—Piano Performance; minor—Photographic Imaging  
 GPA 3.96, Summa Cum Laude; Completed Senior Recital June 8, 2004, Gallery Show June 8/04

## WORK EXPERIENCE

*January '11–present: Owner/Operator—Justin Jeffery Media, Knoxville, TN*

- » Operate freelance firm that provides print, identity and web design services

*October '08–July '2010: Print Communications Manager, Office of Integrated Marketing & Communication, Andrews University, Berrien Springs, MI*

- » Coordinate design of prospective brochures, advertisements, and admission and promotional pieces for Andrews University;
- » Actively collaborate with clients and marketing managers; manage student designers both in creative direction and in project timelines and development;
- » Network with multiple print and promotional vendors; strategize print budget;

*September '05–September '08: Graphic Designer—Enrollment Management, Andrews University, Berrien Springs, MI*

- » Coordinate design of brochures, advertisements, and admission and promotional pieces for Andrews University, as well as collateral for other campus departments including the Howard Performing Arts Center, Alumni Services and University Relations;
- » Update prospective student website based on strategic planning and timelines;

*February '05–July '05: Graphic Artist—Newslink Canada, Edmonton, AB, Canada*

- » Worked directly with customers to create advertisements for placement within company medical and legal directories; mixture of production and creative work;

*July '03–December '04: Surgical Technologist—Lakeland Regional Health System, Niles, MI*

- » Responsible for the preparation and continual maintenance of the sterile surgical field; assisted the physician during surgery and helped with incoming patients; PRN during last year of university;

## COMPUTER SKILLS

I am fluent on both Mac and PC platforms and I have an average typing speed of about 70 wpm. I have intermediate to advanced expertise in the following programs: Microsoft Word, PowerPoint, Excel, Entourage; Adobe Illustrator, InDesign, Photoshop, PageMaker; CorelDraw, WordPerfect and QuarkXpress. I also have a functional knowledge of web editing with Dreamweaver and Flash, and motion design experience with After Effects.

## REFERENCES

**Stephen Payne**, Vice President, Integrated Marketing & Communication, Enrollment Management  
*stephen@andrews.edu, 269.405.2837 (cell)*

**Rebecca May**, Director of Campus Relations, Office of Integrated Marketing & Communication  
*rmay@andrews.edu, 269.845.0840 (cell), 267.471.3345 (office)*

**Patricia Spanger**, Editorial Manager, Office of Integrated Marketing & Communication  
*spanglep@andrews.edu, 269.449.5815 (cell), 269.471.3315 (office)*