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Dennis P. Jordan

Summary of Qualifications & Accomplishments

Over 16 years of growing experience in the graphics design and production field. Design accomplishments include a yearbook for an elementary school, a new logo for the local Veterans hospital, a sales booklet for an automotive products group, and the layout and design of in-house web pages.

Experience

2003 – Present Copyit...Mailit Gig Harbor, WA

Graphics Designer and Production Manager

- Coordinate, direct, and perform the daily functions of the production / graphic department
- Design print jobs as directed by customers
- Supervise, recruit, and train employees
- Write and implement HR policies

2001 – 2003 Peninsula School District Gig Harbor, WA

Elementary Art Specialist

- Instructed 500 students in art K- 5
- Wrote / edited daily lessons plans
- Utilized my interpersonal and communication skills while interacting successfully with administrators, students, and parents

1991 - 2001 Self Employed Gig Harbor, WA

Visual Arts Consultant / Teacher

- Taught color, line and form in both two and three-dimensional art to local schools
- Created promotional material- newsletters, brochures, display ads and design layout

1973–1991 Eureka Federal Savings Redwood City, CA

Assistant Vice President – Item Processing

- Staff hiring, development and management of Proof of Deposit Department
- Developed courier transportation service for 25 bank branches
- Documented / wrote training manual for data processing staff

Education

1991 – 1994 Pacific Lutheran University Tacoma, WA

- B.A.E. Bachelors of Art In Education – Major In Printmaking
- Undergraduate Fellow in School of Education and Jimmy Knudsen Memorial Scholarship

Technical Summary

Professional knowledge of Photoshop, Illustrator, Acrobat Professional, Microsoft Word, and Publisher. Familiar with Adobe InDesign. Working knowledge on most printers, scanners and copy machines.