

Jamie Martin

MARKETING / GRAPHICS / WEB

Portfolio
<http://www.jamielynnmartin.com/resume.html>

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Summary

Accomplished marketing professional with over ten years of graphic and web design experience, dedicated to applying expertise, creativity, and knowledge to contribute to the employer's vision for the company.

Experience

Communications Coordinator, Alliant Insurance Services, Inc., Houston, Texas, 2009 - present

- ◆ Produce benefits booklets, enrollment forms, newsletters, and other various print communications pieces.
- ◆ Print materials using a Xerox 700 digital color press.
- ◆ Assist with preparing presentation items, including Powerpoint files and binder assembly.
- ◆ Occasionally collaborate with offsite printers for odd jobs.
- ◆ Work with minimal supervision to meet unyielding deadlines.
- ◆ Adhere to company branding standards.

Web Developer, Integrated Electrical Services, Inc., Houston, Texas 2009

- ◆ Developed mini-site using DotNetNuke content management framework.
- ◆ Created web banner.

Marketing Coordinator, Sumner Manufacturing Company, Inc., Houston, Texas, 2003 - 2009

- ◆ Created and tended to pre-press details for print media including ads, brochures, catalogs, price lists, technical manuals, vinyl banners. Also enlisted translation services when necessary.
- ◆ Maintained company website including e-commerce store and photo gallery. Optimized photos for both web and print use.
- ◆ Assisted sales team in implementing multiple successful sales incentive programs and monitoring distributor progress.
- ◆ Supplied sales representatives and distributors with sales literature and support. Upheld the company brand and vision at all times.
- ◆ Maintained price and sales databases and regularly performed calculations to produce various reports.
- ◆ Assisted with trade show organization and lead correspondence.

Event Coordinator, The Integrity Group, Houston, Texas, 2003

- ◆ Made all necessary arrangements for a set of seven nation-wide seminars for Hewlett Packard including, hotel accommodations, conference room reservation, securing equipment, and catering.
- ◆ Created HTML email invitations for the event and maintained database of attendee information.

Marketing Coordinator, Porta-Kamp Construction, Inc., Houston, Texas, 2002

- ◆ Created magazine ads
- ◆ Organized and worked trade shows
- ◆ Developed website for subsidiary product

Misc Web Design and Marketing, various companies, 2000 - 2009

Skills

- ◆ PC AND MACINTOSH PLATFORMS
- ◆ INDESIGN - CS4
- ◆ PHOTOSHOP - CS4
- ◆ ILLUSTRATOR - CS4
- ◆ QUARKXPRESS
- ◆ MS OFFICE (EXCEL, WORD, POWER POINT, PUBLISHER)
- ◆ HTML, CSS, JAVASCRIPT (BY HAND)
- ◆ CODA
- ◆ CMS SOFTWARE - WORDPRESS, DOTNETNUKE, DRUPAL
- ◆ DREAMWEAVER

Education

University of Houston, Houston, Texas - B.B.A. Marketing, 1999, graduated with honors

