

Christopher D. Jenkins

4137 34th Street • Suite #102 • Mount Rainier, MD 20712
571-319-2330 • whoischrisjenkins@yahoo.com • www.whoischrisjenkins.com

Attn: Hiring Manager

Dear Hiring Manager,

My strong attention to detail and aptitude for learning have been the keys to my success at The Pentagon, where I was recently employed. I would now like to utilize more of my training and skills in an immediate full-time position with your excellent company.

I have consistently demonstrated my ability to learn the latest in computer software while fine-tuning my communication and researching skills. Because my resume is only a summary of my background, I would welcome the opportunity to meet with you personally to discuss your specific business operation. I can provide excellent references upon request and look forward to a personal interview at your convenience.

Thank you for your time and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Christopher D. Jenkins", followed by a horizontal line extending to the right.

Christopher D. Jenkins

Enclosure

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Qualifications Profile

Track record of success in the design and delivery of advanced technology solutions.

GRAPHIC DESIGNER/WEB DESIGNER/INTERNET TECHNOLOGY CONSULTANT

Experienced graphic designer and web designer with over 15 years success in designing graphics and websites through strategic vision, design and architecture. Innovative professional with proven ability to identify, analyze, and solve problems to increase customer satisfaction and control costs through expertise. Compatible team player through complete project cycles, testing, and final implementation. Excellent communication skills.

- 15+ years experience in the graphic design and web design field.
- Dedicated, hard working individual with the intercommunication skills to work at all levels of an organization.
- Exceptional abilities in project design and management with the organizational and supervisory skills to assure success. Delegates and monitors work to meet and beat deadlines.
- Successful in meeting new technical challenges and finding solutions to meet the needs of the customer.

TECHNICAL SKILLS

WEBSITE DEVELOPMENT

CSS, HTML, Adobe Dreamweaver CS6, Net Objects Fusion 8.0, Adobe Go Live 6.0, Swish Max
Microsoft Power Point, Microsoft Expressions, WordPad

GRAPHICS DEVELOPMENT TOOLS

Adobe Photoshop CS6, Adobe Illustrator CS6, Adobe InDesign CS6
Adobe Fireworks CS6, Creator 6.0, PageMaker 7.0, QuarkXPress 7.0

OPERATING SYSTEMS

Windows 8, Apple iOS 6, Android Open Source

CLERICAL DEVELOPMENT TOOLS

Microsoft Office 2012, Corel Word Perfect Suite, Microsoft Word

EDUCATION & PROFESSIONAL TRAINING

- **Meridian Community College** **Meridian, MS**
Associate of Arts Degree in Graphic Communication Technology
- **Hinds Community College** **Raymond, MS**
Postgraduate Coursework in Nursing and Fine Arts

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CAREER HIGHLIGHTS

Engility – Government Contractor - Department of Defense, Arlington, VA (10/12-3/13)

Graphic Designer & Photographer

- Served as the graphic designer for the Army G-8 Division.
- Main graphic design duties include designing Army posters to showcase various Army events and promotions throughout the Army G-8 division.
- Secondary graphic design duties includes all layout and design of all brochures, pamphlets, and booklets.
- Photography duties include being the lead photographer to cover various Army promotions, celebrations and staff changes. Additional duties include photo clean up, color correction, photo manipulation and sizing for use on the Army Force Development Facebook page and various other outlets.
- Communications duties include managing projects for hundreds of Army personnel within their various divisions in the Army.

The Washington Post, Washington, DC (3/01-10/12)

Advertising Designer

- Served as advertising designer for the advertising department.
- Main graphic design duties included designing various advertisements for a huge client base throughout the Washington DC Metropolitan area.
- Communications duties included managing and keeping close contact with hundreds of clients and their various advertisements.
- Additional departmental duties included assisting the Quality Control Group to read and evaluate the color quality, punctuation and spelling of each ad on each page.

RE/MAX Horizons Real Estate, Alexandria, VA (3/99-3/01)

Graphic Design Manager & Supervisor

- Served as the lead graphic designer and computer guru for the office.
- Main graphic design duties included designing various property brochures, post cards, and flyers. Additional graphic design responsibilities included scanning, logos design, designing newsletters and business cards.
- Supervisory experience included managing two junior graphic designers to help complete work flow.
- Communications duties included managing and keeping close contact with over 140 real estate agents and their various property marketing packages.
- Other departmental duties included ordering various papers and inks for the different printers, and the monthly accounting of the real estate agents for services rendered.

The National Newspaper Association, Arlington, VA (5/97-7/98)

Graphic Design Manager and Web Designer

- Served as the graphic designer and webmaster for the association.
- Main graphic design duties included designing *Publishers' Auxiliary* - a bi-weekly trade newspaper. Additional design duties included designing brochures, scanning, designing logos, creating and designing newsletters, flyers and business cards. Main web designing duties were creating and updating the association's website.

References Are Available Upon Request.