

JENNA



GILES

hello

I'm Jenna

graphic designer + illustrator + art director

contact

jennagiles@gmail.com

317.442.1910



@jennagiles



/jennagiles

education

Indiana University - MAY 2008

- BA Studio Art/Graphic Design
- Art History minor

experience

Roundpeg - Art Director - JUNE 2011-PRESENT

- Managed creative design, branding and other visuals, in house and for client projects
- Designed and oversaw production of print, web and branding projects
- Assisted in strategic planning and conceptualizing directly with clients and business owners
- Determined project goals, timelines and guidelines for web and design team
- Wrote bi-weekly blog posts on design and marketing
- Improved in-house productivity by establishing new internal procedural guidelines and organization
- Created employee guidelines, interviewed and trained new staff

Angie's List - Ad Designer + Production Artist - AUGUST 2009-JUNE 2011

- Designed and prepared advertising for monthly national magazine
- Worked directly with service providers to create unique, engaging, on-brand advertisements
- Created ad schedules, and set deadlines with design and marketing teams
- Oversaw pagination and prepared artwork for press

AIGA - 2008-PRESENT

Broad Ripple Farmers Market - Social Media Manager- AUGUST 2009-PRESENT

- Created and implemented social media program for various platforms
- Ran real-time social media for weekly market and various other community and fundraising events
- Designed marketing and promotional materials
- Trained volunteer staff on social media policies and practices
- Photographed vendors visitors and events
- Assisted in design and content of website, blog and newsletter

**organizations +
volunteer services**

References available upon request

jennagilesdesign.com