



jamie henry

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- objective:** To obtain a challenging position as a Designer to enable use of my design and organizational skills, both individually and as an energetic team member.
- education:** Mount Vernon Nazarene University, Mount Vernon, Ohio
Bachelor of Arts Degree in Graphic Design
Minor in Visual Arts
Magna Cum Laude
May 2007
- Capital University Law School, Certified Legal Assistant Program, Columbus, Ohio
Graduated with Honors
- Northwestern Business College, Lima, Ohio
Associate Degree in Business
Graduated with Honors
- experience:** Critchfield, Critchfield, & Johnston, LPA., Mount Vernon, Ohio
Legal Assistant with emphasis in Civil Litigation, Probate, Trust Administration and Accounting
- Doc-U-Ments Plus 2, Mount Vernon, Ohio
Self-employed freelance with emphasis on document and brochure design
- software:** Proficient in the following:
CS2 Creative Suites - Illustrator, InDesign, Photoshop
Quark Express Microsoft Excel
Microsoft Power Point Word and WordPerfect
- skills & coursework:**
- Detail-oriented person with established organizational skills
 - Ability to meet and interact with clients, either on a one-on-one basis or through group participation
 - Maintained my own work schedule of files and deadlines, facilitating an efficient workflow of documents from attorney to client
 - Designed an overall layout of letter content and legal document formatting to create a uniform system of work output
 - Computer Graphic Design I, II, & III
 - Design Fundamentals, Drawing I, Painting I, Printmaking, & Color Theory
 - Photography I, II, & Independent Study (Darkroom & Digital)
 - Graphic Communication & History of Graphic Design
- honors:** Artwork chosen for annual Christmas card by President of Mount Vernon Nazarene University, December 2006
Photographs "Out of Italy" awarded Second Best of Show, Mount Vernon Nazarene University Juried Student Exhibition
Photographs "Monday Evening" & "Closed" chosen for display
Mansfield Art Gallery, Mansfield, Ohio, 61st Annual May Show
- portfolio:** Paper and Digital available upon request