

Melissa Jones

44807 North 6th Street

Phoenix • Arizona 85087

(480)529-4273

msjonesdesign@yahoo.com

I have a passion for all things typography and design. I consider myself an avid photographer. I am comfortable on either a mac or pc with superior knowledge in: Adobe Creative Suite, MS Office, Quark Xpress. I have published websites/blogs using HTML as well as WYSIWYG programs. I am familiar with several styles of blog publishing and adept at social media. From simple hand drawn line art to full color brochures and collateral — business cards to billboards, both print & web.

msjones design

01/2007 to current

Freelance Graphic Design/Photography

I have design clients have included Pulte Homes, Urban Farm, Avalon Consulting, and Soulful Tribe. I recently completed a website for yourkitchenrx.com and have completed tradeshow graphics for a small booth.

Shutterfly, Inc

09/23/2016 to 12/24/2106

(Q4 contract)

7195 S Shutterfly Way • Tempe, AZ

Production Designer

Color correct photos, make adjustments to text (punctuation and grammar), tight production schedules, very strict standards. Call/email customers with questions or problems with files, send digital proofs. Check AI files before sending to print. High volume production goal with .02% or less error rate.

Rockwood Natural Medicine Clinic

02/01/2016 to 09/21/2016

9755 North 90th Street, Suite A-210 • Scottsdale, AZ 85258

Director of First Impressions • Assistant Front Office Manager

Welcome patients, assist providers, create long term relationships. Enhance patient experience with consistent communication throughout course of treatment, other general front office duties as needed.

Good Karma Wellness Center • 07/31/2013 to 12/31/2015

Studio Owner • Yoga Teacher • Herbalist • Aromatherapist • Brand Manager

All the responsibilities that come with owning your own business, plus teaching yoga 7 days per week and classes on Essential Oils, Herbs, Energy Anatomy, Gong Meditations. Scheduling/planning special events.

Southwest College of Naturopathic Medicine • 10/30/2011 to 07/31/2013

2164 East Broadway • Tempe, AZ 85282

Medicinary Interim Manager

Customer service, answering phones, blending tinctures, dry herb inspection/inventory, blending teas. Point of contact for vendor relations, point of contact for medical student rotations. 4th year students trained with me on herbal tinctures and protocol. IV bags, injections and vaccinations. Served on several committees including safety and customer satisfaction, and was elected to the staff senate.

The Center For True Harmony • 09/01/2011 to 01/16/2014

2152 S. Vineyard #138 • Mesa, AZ 85210

Herbalist

Client intake and protocol, blending tinctures and teas. Attending health fairs to promote the business, teaching classes, formulating the retail tea blends and tinctures, design new packaging, rebrand the practice.

Bazzill Basics Paper • 06/01/2007 – 09/30/2011

7001 East Erie Street, Suite 2 • Chandler, Arizona 85226 (480)558-8557

Color Coordinator/Customer Service/Sales Support

Create projects used in catalogs, idea books, website and Bazzill tv. Proof printed materials, coordinate special projects. Quality control on class kit assembly. Answering customer inquiries, manage customer orders from receipt to shipping. Responsible for coordinating the standards for 760 custom colors of card stock.

Order entry. Inside sales for states that had no independent sales representative, sales support for outside sales representatives. Teaching to various groups using company product and techniques.

Pulte Homes, Inc • 09/04/2006 – 05/31/2007

15111 North Pima Road, Suite 100 • Scottsdale, Arizona 85260 (480)391-6500

Marketing/Graphics Coordinator/Brand Manager

Creating/editing collateral for communities throughout Arizona and New Mexico. Maintaining consumables such as business cards, letterhead and brochures. Create new printed materials, billboards, sales office signage. Developed logos for various community associations, input at creative meetings with agency and freelance designers. Maintain photography portfolio, and monitor photo usage. Quality control on printed materials received from vendors, bidding process for printed materials.

Varsity Gold • 04/01/1998 – 01/31/2006

459 North Gilbert Road, Suite B220 • Gilbert, Arizona 85234

Art Department Designer/Brand Manager

Developed art for a fund raising company (Gold Card), golf card and travel related cards. I designed several new catalogs that were distributed within the company as well as sales support pieces that the salesmen used to help generate business both with the schools and with advertisers.

pmc design build, llc • 01/16/1996 – 12/15/2010

1394 East Windsor Drive • Gilbert, Arizona 85296 • (480)529-4273

co-owner

Consultations with the client for both residential and commercial projects. Drafting plans from conception thru construction documents. Submittal of plans to city or county for approval, as well as assisting clients with selection of paint colors, cabinetry, tile, lighting and fixtures. All aspects of running a small business such as accounts receivable and payable.

Arizona Horse Connection Magazine • 2/1/1997 – 05/30/1998

1130 Red Cinder Rd • Chino Valley, Arizona 86323

Graphic Designer

Specialty magazine distributed throughout the state of Arizona. I designed ads, designed cover art for each issue, edited copy, and implemented their website.

Education:

BA degree in Visual Communication from Collins College.

AOS degree from Southwest Institute of Healing Arts in Western Herbalism and Nutrition.

500 hour certificate (600 hour program) from Southwest Institute of Healing Arts in Yoga Teacher Training