

Jennifer Kaye

jenniferkaye7@gmail.com | www.itsjennkaye.com
952.221.2153 | 630 Union Street, Apt. 5B | Brooklyn, NY 11215

Education **Washington University in St. Louis**

Sam Fox School of Design and Visual Art
Majors in Visual Communications & Philosophy

Study Abroad Florence, Italy | Spring 2006

Computer Skills Proficient in Photoshop, Illustrator, InDesign, Flash, Quark, iMovie, Microsoft Word, Power Point, & basic sound editing programs.
Basic knowledge of After Effects, as well as HTML & CSS.

- Work Experience** **Something Digital– Sales & Marketing Assistant** New York, NY | Summer 2009-Present
Technology services boutique whose clients include Lacoste, & The Partnership for a Drug-Free America.
I act as the administrative assistant to the two Principals of the company, and assist both the design and development teams with various projects.
- Doctors Without Borders– Web Intern** New York, NY | Winter 2009-Summer 2009
Non-governmental humanitarian organization that provides medical aid to populations affected by war or natural disasters, and advocates on their behalf.
Performed back-end website maintenance, designed banner ads & print ads to recruit field workers, info graphics, & posters for events. I updated the Content Management System, created photo slideshows, edited audio, and managed volunteers.
- Something Digital– Design Intern** New York, NY | Fall 2008-Winter 2008
Technology services boutique whose clients include Lacoste, & The Partnership for a Drug-Free America.
Worked with the Creative Director on print, web, & interactive design, as well as motion graphics.
- Traci Moore Graphics– Design Intern** St. Louis, MO | Fall 2007-Spring 2008
Graphic design boutique whose clients include NCAA, Girl Scouts, St. Louis Rams, & YWCA.
Assisted with logo designs, publication layouts, letterheads, business cards, wine bottle labels, & identity guideline information.
- Red Car Inc.– Intern** Chicago, IL | Summer 2007
Post-production & motion graphics company whose clients include McDonalds, Coca-Cola, & Gatorade.
Assisted the editors with video footage, performed administrative tasks & client services.
- Lerner Publishing– Intern** Minneapolis, MN | Summer 2006
Leading publisher of educational children's books.
Created web banners for promotions & downloads, designed newspaper ads to run in multiple states, company holiday cards, direct mail pieces, & a CD cover.
- Freelance** **Yellow Brick Road** New York, New York | Spring 2009-Present
Communications & branding firm whose clients include General Mills, Toyota, & National Cancer Institute.
Creating mock-ups for a new brand identity for a government program.
- A Brief Smile** New York, New York | Spring 2009
Indie-rock band which tours nation-wide, & has produced 2 LPs & 3 EPs to date.
Designed a poster to promote their EP release party & concert.
- Tutores Nativos** Guadalajara, Mexico | Winter 2008
Private tutoring in the English language for business professionals.
Designed a logo, business cards, a promotional poster, & a pamphlet.
- Bluelane Grocery** Skokie, IL | Summer 2008
A home-delivery grocery service.
Created a promotional flier.
- Washington University Student Health Services** St. Louis, MO | Fall, 2007
Designed posters promoting responsible alcohol consumption for campus-wide campaign.