

Jennifer Phoenix Gispan

1403 Ousley Drive • Gilroy, California 94041 • 408.859.7412
phoenix.gispan@gmail.com

Introduction

I have years of experience working with the public in person or over the phone. I get great satisfaction from seeing hard work pay off and from helping people in the process. I always strive to care for my customers in a way that makes them feel important, understood and confident in my ability to provide an excellent end product. I have stuck to this work ethic whether I was working in marketing, designing graphics, making cappuccinos or selling office supplies.

Education

West Valley Jr. College 2002-2003
Adobe Systems
and General Education

UNITEK College, Fremont, CA 2006-2007
Pharmacy Technician Program
State Certified 2007

Qualifications

Applications I have extended experience with:

- Photoshop
- Microsoft Office
- Quark
- Illustrator
- Fiery Rip Station (multiple versions)
- Acrobat
- Excel
- InDesign

Work Experience

- 4/2009 to 6/2011** **Minuteman Press** Santa Clara, CA
Manager/ Graphic Designer/ Prepress
Customer Service, Graphic Design, Print Output, Tracking Deadlines, and Invoicing. Press, Laser and Large Format Printer output. Also responsible for scheduling the auxiliary services; such as scoring, folding, cutting, outsourcing and packaging.
- 8/2005 to 3/2008** **Rainbow Press** Fremont, CA
Graphic Designer/ Prepress and Marketing
Customer Service, Print Output, Tracking Deadlines, Invoicing and Accounts Payable. Designed company advertising for print and web. Arranged ad placement in various periodicals. Press, Laser and Large Format output. Participated in many of the auxiliary services; such as scoring, folding, cutting and packaging when we were short handed.
- 1/2006 to 6/2006** **Medicol USA, Inc.** Sunnyvale, CA
Personal Assistant and Director of Marketing
Maintained schedule of appointments, tradeshow, accounts payable and receivable. Booked tradeshow, flights and accommodations. Frontline of Vendor and Customer Service. Organization of company merchandise, office and files. Also performed duties for the family as needed such as childcare, driving errands and light cleaning.
- 11/2003 to 8/2005** **All Digital Printing & Graphics** Sunnyvale, CA
Store Manager and Graphic Designer
Customer Service and Vendor Relations. Job Output, Tracking Deadlines, Training new employees, Filing, Maintaining a clean and stylish store appearance. Output of files to the Heidelberg digital press was my main responsibility.

Professional References: [Available upon request](#)