

Contact

jerrodhein

jerrod@jerrodhein.com
www.linkedin.com/in/jerrodheinwichita
www.jerrodhein.com



Education

Bachelor of Arts: Graphic Design & Photography 2003
Kansas State University Manhattan, Kansas

Computer Proficiency

Fluent with PC and Macintosh environments. Expert knowledge of Current Adobe Photoshop, Illustrator, InDesign, Acrobat ProX, and PageFlex Studio. Strong working knowledge of Project management tools such as Asana, MS Office Suite, including Microsoft Word, Power Point, Keynote, Excel, Outlook and Publisher. Working knowledge of After Effects, Java Script, and HTML5.

Logic, Reasoning & Leadership

Strong ability to understand technical processes from beginning to end. Effective at communicating with team members to maximize success in completion of tasks. Strong written and oral communication skills. Creative, independent, self directed worker highly skilled at multi-tasking.

Customer Service, Sales & Marketing

Proficient in building and developing long-term professional relationships, coordinating and supporting events, maintaining a follow-up process with customers for repeat business, and communicating the established story of a company's brand to attract new relationships.

Kansas Turnpike Authority

Position: Internal Communications Specialist
Supervisor: Jeri Biehler
Location: Wichita, KS 67201
Current Employee Since: 11-2023

Relevant Responsibilities

- Developing weekly employee bulletin to communicate internal news, health, wellness, and employee appreciation messages.
- Producing and maintaining internal television content as an employee communication channel.
- Developing, creating, and producing creative graphic content for print, social media, and web.
- Monitoring public relations through NewsExposure, a media monitoring tool.
- Writing, producing, and distributing a monthly construction newsletter and a bi-annual retiree newsletter.
- Managing content of internal website, insidekta.com.
- Distributing press releases as needed.
- Sourcing vended print and promotional material as needed.

Acacia Design Group

Sole Proprietorship Business from November of 2017 - October 2023
Location: El Dorado, KS 67042

Acacia Design Group was an exploration of the challenges within entrepreneurship. It was taken in part to achieve personal goals as well as to enable self development and personal growth. In the time I focused on this business, I expanded my marketing skills and established solid relationships with multiple clients both locally and nationally.

Ability

Experience

Midwest Single Source

Position: Graphic Designer

Supervisor: Angela Williams

Location: Wichita, KS 67201

Start Date: 10-2013 End Date: 10-2023

Achievements

Employee of the year - Customer Service Team Choice

Employee of the year - Topeka Division's Choice

Relevant Responsibilities

- Developing, writing, and producing marketing material for Midwest Single Source.
- Utilizing Adobe Creative Cloud tools to produce art to customer standards.
- Pre-Press and Art Production of customer supplied material to meet required standards for print fulfillment.
- Art preparation for apparel screen printing including ink separations.
- Creating, maintaining, inventorying e-commerce web stores, to enable customers to customize their printed material for direct print production as well as order and fulfillment of custom apparel and promotional material.

Spirit AeroSystems

Position: Media Project Planner

Supervisor: Tony Chavez

Location: Wichita, KS 67201

Start Date: 1-2008 End Date: 9-2013

Relevant Responsibilities

- Interfacing with customers via phone/e-mail/in person to gather job requirements.
- Tracking and reporting progress of all ongoing projects within the Creative Services department.
- Organizing and archiving of all graphic collateral into database for future use.
- Facilitating departmental administrative needs such as scheduling meetings with internal design staff and department customers, expensing invoices to the appropriate cost centers, and purchasing office supplies for the Creative Services Department.
- Scheduling transportation for delivery and pick-ups of vended and completed projects.
- Coordinating and supporting of company events; internal and external.
- Assisting customers in procurement if any vended or outsourced projects to meet all project requirements and budgetary restrictions.
- Providing minor art alterations requested by print staff to meet production requirements.
- Maintaining Filemaker database, Project Management Software, to track department metrics and workflow completion.

Saturn of Wichita

Positions: *Sales*: 4-2004 to 9-2004 Customer Relations Manager: 9-2004 to 12-2007

Supervisor: Brad Train

Location: Wichita, KS 67206

Start Date: 4-2004 End Date: 12-2007

A small collection of my work can be viewed at www.jerrodhein.com

