

Jeanne Hubbard

jhubb@m33access.com

www.users.qwest.net/~jmhubbard

Objective

To use all or some of my skills in copywriting, editing, graphic and web design in a creative partnership, contracted or employed.

Education

1992-1996 ■ Eastern Michigan University, Ypsilanti

Bachelor's Degree in Public Relations ■ Minor in Writing ■ Magna Cum Laude

Work Experience

August 1999 to Present ■ Muinar Internet Studios, Basel Germany

Contracted English-Language Editor

- I work strictly via the Internet as an independently contracted editor for this German web design studio. Muinar often translates their clients' websites into English, which I then edit to read as if it was written by a native speaker.

August 2001 to Present ■ EP Imaging Concepts (formerly Eugene Print), Eugene, OR

Contracted Copywriter and Designer

- I have just recently made the transition from employee to contracted designer with EP. Now that I am living in Michigan, I am working via the internet to design and write a large marketing piece for a new printing program they are offering.

September 1999 to May 2001 ■ EP Imaging Concepts (formerly Eugene Print), Eugene, OR

Graphics Production Specialist / Graphic Designer

Graphic Design and Production

- My main duties were in the growing prepress department of this leading print provider in Oregon. This included using both Macs and PCs to preflight, design, do general "production graphics" such as scanning and photo correcting, as well as postscripting and imaging film. In this fast-paced environment, organization and deadline management is key, since I worked on 30+ printing jobs a day.
- In addition to my print responsibilities, I also designed a website for EP's sister company, CDMS (www.cdmservices.com).

Copywriting

- I wrote Eugene Print's "PREF Guide," a 32-page booklet on how to prepare print-ready electronic files. It is widely distributed to all of EP's clients; copies available upon request.
- I wrote all of the copy for EP's website, www.eugeneprint.com.

Leadership and Customer Relations

- When Eugene Print shifted to a team management structure, I was named a Team Leader in my department of 10 people. I regularly met with other Team Leaders to discuss workflow issues and to make various operational decisions for the company.
- I was the lead problem-solver for my department and troubleshooted postscript and other printing problems on a daily basis.
- I also fielded the bulk of technical questions from EP's clients, offering guidance on how to prepare files for print as well as troubleshoot problems already in the works.

December 1996 to May 1999 ■ Michigan Association of Insurance Agents, Lansing, MI

Communications Assistant

Graphic Design and Production

- I was one of a two-person staff responsible for publishing the award-winning monthly Michigan AGENT

magazine. I laid out the articles and advertisements using Adobe PageMaker and scanned and color corrected both color and black and white photos using Adobe Photoshop. I took partial responsibility for editing copy, and it was my job to take the magazine on disk to the printer.

- I also redesigned the association's web site (www.michagent.org) and was responsible for the upkeep of the site. This included publishing our magazine and newsletters online, as well as keeping an up-to-date education area where members could register for classes online. I wrote the copy, code, and created the graphics for the site.
- I had working relationships with many area printers, and it was my job to contact them during the quoting process in order to get the best price for every print job.

Copywriting

- I worked with every department of the association in creating flyers and brochures to promote the association's numerous programs. I took responsibility for writing and editing the copy for most of these marketing pieces.

January 1996 to May 1996 ■ Michaelene's, Inc., Clarkston, MI

Public Relations Intern

- Created a media kit for the business to use at trade shows. The kit included press releases, a brochure and a backgrounder.
- Designed and wrote the copy for the packaging of a new product line.

January 1996 to May 1996 ■ American Red Cross, Ann Arbor, MI

Community Relations Intern

- Shortly after I began my internship, the Director of Community Relations resigned, which left me to handle most of the chapter's PR for the remainder of my stay. This included researching, writing, laying out and having printed the chapter's quarterly newsletter.

Educational Experience

The Public Relations program at EMU is an interdisciplinary major which required courses in journalism and communications as well as public relations.

Skills

- I am able to write clear, concise copy in a professional style.
- I have past experience with 35mm photography as well as darkroom developing.
- Extremely proficient with both Windows and Macintosh systems.
- Software: PageMaker 6.5, Quark XPress 4, Photoshop 6, ImageReady, Illustrator 9, Acrobat 4, FreeHand 9, Microsoft Word & Excel 2000, Microsoft Works, CorelDraw 8, GoLive 4, Dreamweaver 3. I am a fast learner when it comes to software, and I am confident that I can learn any program with ease.
- I am self-taught in HTML and can hand-code without the use of an HTML editor.

References

- **Rene Hover, EP Imaging Center Supervisor**
Eugene Print ■ 541.484.2601
- **Brian Bray, Vice President of Technology**
Eugene Print ■ 541.484.2601
- **Mark Lindberg, Owner**
Power Design International ■ 541.345.5290
- **Mike S. Krischker, Owner**
Muinar Internet Studios ■ msk@muinar.com
- **Wayne Joubert, V.P. Communications & Information Technology**
Michigan Association of Insurance Agents ■ 517.323.9473 ext. 1222