

JAMIE JORGENSEN

1750 WEST WINNEMAC AVENUE, APT. 3 • CHICAGO, IL 60640 • PHONE: 312.218.3906 •
EMAIL: jjorgensen@jorgensenvisions.com

OBJECTIVE

Seeking a position in the online community that will utilize my creativity, excellent communication, organization, and web development skills.

EXPERIENCE

2005 – Present Thirdwave, LLC Chicago, IL

Front-end Developer / Account Manager / Office Assistant

- ★ Contribute to web development projects by programming page layouts and ColdFusion templates, converting Adobe design files into HTML, CSS (DIV layouts) and JavaScript, performing content population with a content management system and creating and editing graphics
- ★ Complete account management duties such as creating project planning materials, participating in meetings, communicating with a broad range of clientele and coordinating tasks with internal staff
- ★ Review, test and track defects on sites, preparing them for launch
- ★ Perform general administrative tasks such as answering phones, filing, greeting guests, ordering supplies, making travel arrangements and providing basic accounting assistance (02/05 – 02/07)

2004 – Present Various Employers Chicago, IL

Freelance Web Developer

- ★ Design and develop websites for small businesses such as Sheil Catholic Center and Hubbard & State Cigars
- ★ Edit and design email newsletters for Dominican University
- ★ Write, edit and design content for Chicago Opera Theater's website and email newsletters (10/04 – 01/07)

2003 – 2004 Chicago Opera Theater Chicago, IL

Marketing and Public Relations Associate

- ★ Write, edit and design the content of COT's website, email newsletters, and program books
- ★ Write and coordinate the distribution of press releases, media alerts, press packets, and other press materials
- ★ Obtain press coverage in all outlets through media pitching
- ★ Assist with the design, copy, and distribution of marketing materials, including brochures, newsletters, print and media advertisements, and subscription materials
- ★ Update media lists

Summer 2003 Terra Museum of American Art Chicago, IL

Public Relations Intern

- ★ Compose and edit press releases, media alerts, and pitch letters
- ★ Obtain press coverage of exhibitions and events through media pitching
- ★ Organize media clippings and prepare press reports
- ★ Assist with special event planning and preparation
- ★ Update media lists

EDUCATION

2004 – 2007 Sessions New York, NY

Master's Certificate in Web Design

1999 – 2003 Columbia College Chicago, IL

B.A.

Focus of studies: Marketing, Public Relations, and Journalism

GPA: 3.75 (4-point scale)

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SKILLS

- * Account Management
- * Adobe Creative Suite
- * Adobe Dreamweaver
- * Adobe Flash (Basic)
- * AJAX (Basic)
- * ColdFusion (Basic)
- * Copy Editing
- * CSS
- * HTML/XHTML
- * JavaScript/jQuery/Prototype
- * Liferay
- * Microsoft Office Suite
- * PHP/MYSQL (Basic)
- * Quark XPress
- * Subversion
- * Typing Speed: 64 WPM
- * WordPress

PORTFOLIO

Visit www.jorgensenvisions.com

REFERENCES

Available upon request.