JAKE BURNETT

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EDUCATION

Dunwoody College of Technology   May 2021
Graphic Design and Production, Associate of Applied Science   Minneapolis, MN
Relevant Coursework -
Vector Design, Information Design, Animation & Interactivity,
Design for Publication, Environmental Design, Design for Web

St. Louis Park High School   June 2016
High School Diploma   St. Louis Park, MN

EXPERIENCE

Prepress Preflight Operator   2/2022 - Current
Imagine   Shakopee, MN
Download and examine client files to predetermine potential problems.
Work in Adobe applications (InDesign, Illustrator, Photoshop, and Acrobat).
Fulfill additional requests, such as file adjustments or sending files to clients.
Respond to art file related questions from Imagine staff and clients.
Spent a week in each department to fully understand the print process during an apprenticeship.

Graphic Design Internship   3/2021 - 7/2021
Miracle LED   St. Paul, MN
Organized products in an Excel sheet to submit on Amazon.
Designed and revised packaging for new and old products.
Designed web banners and Amazon A+ product descriptions.
Submitted and managed products on Amazon Vendor Central.

Delivery Driver   8/2018 - 2/2021
Parkway Pizza   St. Louis Park, MN
Delivered food in a timely, safe, and efficient manner.
Handled customer payments and phone orders effectively.
Assisted the staff with miscellaneous tasks in the kitchen.

Cashier / Customer Service   8/2015 - 6/2018
Menards   Golden Valley, MN
Provided excellent front desk customer service.
Scanned and bagged products in an efficient manner.
Kept cash drawer accurate and workplace clean and stocked.

SKILLS

Software
Adobe - Illustrator, InDesign, Photoshop, Acrobat, Dreamweaver
Microsoft - Outlook, Word, Excel, PowerPoint
Other - Tumult Hype, SketchUp, Kodak Prinergy, Esko Pilot
Languages - HTML5, CSS
OS - Macintosh, Windows

Design
Animation, Branding, Illustration, Logo, Layout, Packaging, Photo Editing, Publication, Typography, Web