

JENNIFER M. BECKHAM

PO Box 1304 • Occidental CA 95465 • artland@sonic.net

SKILLS

- Web Design and Development
- Photoshop, Illustrator, Dreamweaver
- HTML, CSS, PHP, JavaScript, JQuery, WordPress
- Windows and Mac platform experience
- Graphic design, layout, illustration, photography
- Exceptional verbal and written communication skills
- Detail oriented, strong organizational skills, ability to multi-task and learn quickly
- PR and publicity

PROFESSIONAL EXPERIENCE

2003-2011 Freelance Artist and Designer

Web design, graphic design, and illustration on PC.

2009-2011 PBA Music Publishing, Santa Rosa, CA

Web Master, Assistant

Created web site and web store for music publishing company. Used Dreamweaver with PayPal. Assisting in general office duties, bookkeeping, order fulfillment, customer and musician relations. Design for publicity materials and PR for concerts. Mac and PC.

2008-2009 Western Hills Nursery, Occidental, CA

Web Master, network and IT

Created web site and web store with LightSpeed. Created signs and visual marketing aids, created inventory system and labeling of products, photography of stock and historical garden. Working independently and remotely. Created and run entirely on Macs.

2005-2007 Jack Stuppin, Sebastopol, CA

Artist Assistant

Cataloging, digitizing, and archiving fine art and slides. IT work on Mac systems and Epson large format printer. Photoshop, graphic and web design, painting and studio assistance. Mac and PC.

2002-2003 The Cultural Arts Council of Sonoma County, Santa Rosa, CA

Exhibits and Operations Manager

*Developed and implemented successful retail, exhibit, and volunteer programs
Maintained membership database, websites, e-newsletter
Routing and responding to inquiries, media relations, graphic design
Managed eight volunteers*

- 2002 **Sebastopol Center for the Arts**, Sebastopol, CA
 Education and Volunteer Coordinator, Open Studios Program Manager
Developed office procedures and managed education program for expanded location
Created class schedules and course catalogs, flyers
Managed annual Art at the Source Open Studios Tour
- 2001-2002 **Sebastopol Center for the Arts**, Sebastopol, CA
 Volunteer Coordinator, Administrative Assistant
Training and coordinating volunteers for several programs, including 50 gallery
docents. Graphic design for advertising and informational literature
- 2000 **Sonoma State University, Art History Slide Collection**, Rohnert Park, CA
 Student Assistant
Photoshop restoration, digitizing slides, web page design.

EDUCATION

- present* **Santa Rosa Junior College**, Santa Rosa, California
 Candidate for Certificate in PHP Web Programming, *High Honors*
- 2000 **Sonoma State University**, Rohnert Park, California
 Bachelor of Fine Art, Painting, *Magna Cum Laude*
- 1998 **Foothill Community College**, Los Altos Hills, California
 Associate of Art in Fine Art, Minor in Physical Science, *High Honors*

COMMUNITY VOLUNTEER

Occidental Center for the Arts, In House Graphic Designer and Gallery Committee, 2011

KOWS, DJ and Web Designer, 2008-2011

Art at the Source Open Studio Tour, Volunteer Coordinator and Steering Committee, 2002-2005