

JENNIFER M. BECKHAM

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SKILLS

- Exceptional verbal and written communication skills
- Detail oriented, strong organizational skills, ability to multi-task and learn quickly
- Windows and Mac platform experience, networking
- Computer programs: Adobe Photoshop (advanced), Dreamweaver and html (advanced), In Design, Illustrator, FileMaker Pro, Microsoft Office (Word, Excel, Outlook), QuickBooks, Xsilva LightSpeed
- Graphic design, layout, static web design, illustration, photography
- PR and publicity

PROFESSIONAL EXPERIENCE

2003-present **Freelance Artist and Designer**

Web design, graphic design, and illustration. Photoshop retouching.

2008-2009 **Western Hills Nursery, Occidental, CA**

Web designer, network and IT

Created web site and web store with LightSpeed. Troubleshooting technical and network issues. Created signs and visual marketing aids, created inventory system and labeling of products, photography of stock and historical garden. Working independently and remotely. Assisted customers and rang up sales on POS system

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. Overseeing production and distribution of fine art prints and greeting cards. Fine art shipping and inventory.

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*

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
- 2001 **Sonoma State University, Performing Arts Costume Department, Rohnert Park**
Stitcher, Fitter
Constructing and fitting costumes, costume design and illustration for theatre productions.
- 2000 **Call of the Wild, Sebastopol, CA**
Craft assembly, retail sales and service, booth operation at local fairs and festivals
- 2000 **Sonoma State University, Art History Slide Collection, Rohnert Park, CA**
Student Assistant
Photoshop restoration, digitizing slides, assisted web page design

EDUCATION

- 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*

