

# ALICIA A. JACOBS

PRINT DESIGN • WEB DESIGN • PHOTOGRAPHY

## Objective

I have always been interested in broadening my views and experiences. I would love to continue to expand my knowledge through creative and innovative use of my skills in Graphic Design and the Arts.

## Work Experience

December 2007 – Present  
*Administrative Assistant/Graphic Designer* Organizational Development/eLearning  
Lansing Community College

Web design and maintenance, internal communication design, administrative functions within the learning and course management systems, clerical duties, design and development of courses, design and facilitation of Student ANGEL Orientation sessions, facilitation of meetings, design and development of instructional videos for course management system functions, etc. Team and individual projects are common.

May 2008 - August 2008  
*Graphics Intern* Democratic Communications  
Michigan House of Representatives

Design responsibilities including newsletters, advertisements, fliers, and posters. Other duties include assistance with web maintenance, video taping, delivery of materials, and critique of other's designs.

August 2004 – August 2008  
*Event Security Personnel* Dept. of Public Safety  
Michigan State University

Maintaining security and patron safety both on an individual and team basis in various locations around campus as well as radio communication with the dispatcher to request assistance.

June 2006 – December 2007  
*Library Circulation Assistant* Library Access Services  
Lansing Community College

Various tasks including form design, design of the monthly book display, and processing of materials as well as assisting library patrons with a variety of things such as searches, troubleshooting, and circulation of library materials.

## Computer Skills

### Design Software:

QuarkXPress  
Adobe InDesign  
Adobe Photoshop  
Adobe Illustrator  
Adobe Dreamweaver  
Microsoft FrontPage  
Microsoft SharePoint Designer  
Trivantis Lectora

### Office Software:

Microsoft Office  
HP Scanning  
Techsmith Snagit  
ANGEL Course Management System  
Business Training Library  
Banner Student Information System  
Oracle Collaboration Suite

### Computer Platforms:

PC  
Mac

### Video Creation/Editing Software:

Apple iMovie  
Techsmith Camtasia  
Adobe Visual Communicator

## Education

Spring 2010 – Fall 2010  
*Bachelor of Arts in Professional Communication* Siena Heights University  
Adrian, MI

Spring 2005 – Spring 2009  
*Associate of Applied Arts in Graphic Design with an emphasis in Web Design* Lansing Community College  
*Associate of Arts in Art History* Lansing, MI

Portfolio and references available upon request.