



Jennifer Knotts · (304) 543-1625 · jennifer@knottsdesign.com · www.knottsdesign.com

EXPERTISE

Adobe Creative Suite

· Acrobat · Dreamweaver · Illustrator
· InDesign · Photoshop

Microsoft Office

· Excel · PowerPoint · Word

Web Design

· Bootstrap · CSS · HTML
· Responsive Design · Wordpress

Other Applications

· Constant Contact · Quark Xpress

EDUCATION

Northern Virginia Community College

2012 – 2016

Alexandria Campus

A.A.S. in Communication Design

Graduated Summa Cum Laude

2013 – 2015

Alexandria Campus

Certificate, Web Design Specialist

Graduated Summa Cum Laude

Marshall University

2004 – 2006

Huntington, West Virginia

B.B.A. in Marketing

Graduated Cum Laude

James Madison University

2002 – 2004

Harrisonburg, Virginia

MEMBERSHIP

AIGA

2015 – present

EXPERIENCE

Knotts Design

Owner & Designer

2014 – present

CLIENTS:

American Gastroenterological Association, Association of Independent Corrugated Converters, Cisco Systems, Friendship Veterans Fire Engine Association, Futures Industry Association, Mattix Music Studio, Northern Virginia Community College, Smithsonian Institution, Society for American Military Engineers, The Dandelion Patch

NOVA Studio

Intern: Senior Designer

2014 – 2016

RESPONSIBILITIES:

Conceptualize, design and produce various print and web collateral for internal Northern Virginia Community College and external nonprofits and small businesses in the metro Washington, DC region. Work includes: brochures, logos, posters, flyers, book covers and websites. Review files to ensure they are production ready and follow the guidelines set forth in the project brief.

ACCOMPLISHMENTS:

- Studio Manager (Spring 2016)
- Studio Secretary (Fall 2014 – Fall 2015)

National Academy of Sciences

Marketing Specialist

2007 – 2013

RESPONSIBILITIES:

Aid in the execution of marketing campaigns, advertising, and subscriptions at the Proceedings of the National Academy of Sciences (PNAS). Responsible for creating, designing, editing, and writing preliminary copy for all PNAS advertisements and marketing collateral.

ACCOMPLISHMENTS:

- Designed and produced over 30 design projects annually.
- Managed in-house advertising library.
- Managed approximately 15 scientific and library conference exhibiting opportunities annually.
- Managed advertising program with revenue of over \$115,000. Provided campaign statistics, ensured proper placement, provided customer service, prepared and sent invoices.
- Managed campaign to switch approximately 800 National Academy of Science members from print to online subscriptions.