

Jenifer Heid

Email: jeniferheid@gmail.com Website: <http://www.jeniferheid.com>



Education

Associate in Applied Science, Information Processing Specialist
Bismarck State College, Bismarck *May 2008*

Associate in Applied Science, Web Page Development & Design
Bismarck State College, Bismarck *May 2007*

- President's Honor Roll 2005-2008
- PBL (Phi Beta Lambda) Member
- BSC Outstanding Student in Web Page Development & Design –April 2007
- PBL National Leadership Conference 2007 – 4th Place Web Design, 8th Place Desktop Publishing
- CIW Associate Design Specialist (Dec 2006)

Skills/Abilities

Experienced in all Microsoft Office Applications with certifications in:
Microsoft Office Specialist

- Office Outlook 2003 (May 2005)

Microsoft Certified Application Specialist

- Office PowerPoint 2007 (May 2007)
- Office Excel 2007 (Dec 2007)
- Office Access 2007 (Dec 2007)

Design Software

Adobe CS2: Photoshop, ImageReady, Illustrator

Adobe Acrobat 6.0, 7.0 Professional

Macromedia 8: Fireworks, Flash, Dreamweaver

Also knowledgeable with XHTML, PHP, CSS, & XML

Experience

Online Services (Part Time), The Bismarck Tribune, Bismarck
(*May 2007 - current*)

Duties include:

- design web graphics for use online and in email blasts
- design animated advertisements with Flash
- design web sites and splash pages
- site maintenance to www.bismarcktribune.com and other client websites

Inventory Control Clerk, Amcon Distributing, Bismarck (*June 2002 – current*)

Duties include:

- verification of all returned merchandise
- issue credit to accounts
- work with various vendors
- customer service