

Jasmine Meeks

Graphic Designer and Illustrator

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Address. 822 La Brea Ave, Lincoln, NE 68504

Education

University of Nebraska - Lincoln **May. 2019**

Bachelors Degree of Fine and Performing Arts with an area of emphasis in graphic design

Work Experience

HuskerTech Lead Tech Assistant

University of Nebraska - Lincoln **Jul. 2014 - May. 2019**

- Observed and evaluated system jobs and program performance.
- Provided assistance and support in troubleshooting mainframe, network and communication from various departments on campus.
- Supported users over the phone with system support questions, diagnosed problems and recommended corrective action.
- Maintained and troubleshooted technical equipment for supported classrooms on campus.
- Provided mentoring and skill development of new employees in various areas in order to maintain work flow constancy.
- Created documentation of processes used within the department.

Computer Network Specialist / Graphic Designer

Allon Chapel SDA Church **Oct. 2016- Dec. 2018**

- Communicated with departments to insure that the software and media equipment would meet all needs.
- Researched and budgeted the purchases of high tech media equipment.
- Figured how systems should work and how changes for the future will affect it.
- Made sure hardware and software were installed.
- Maintain network security and insure network ability.
- Determined what the organizations needs were in a network and computer system before it was set up
- Make needed upgrades and repairs.
- Collect data from various areas to make the service run smoother.
- Train new users on how to use the reverent hardware and software.
- Created and managed all graphic design and social media content.
- Communicated with print shops to get packaged design files sent and returned in time.
- Created motion graphics to inform people of current events happening at the church.
- Worked with other departments within the church to insure that their information was being communicated clearly.

Skills

Verbal Communication Adobe Photoshop Illustration Photography Problem-Solving Sketching
Teamwork Mac OS Windows OS Adobe Illustrator Adobe InDesign Adobe Premiere Social Media
Adobe Lightroom Adobe After Effects Motion Graphics

