



W3604 55th Street
Mauston, WI. 53948
(608) 350-6128

jennifer@masch-design.com
www.masch-design.com

Qualifications

- *Maintained a positive attitude during stressful situations*
- *Excellent communications skills*
- *Fluent with Mac and PC*
- *Strong interest in digital photography*
- *Eager to learn and take on a wide variety of projects*
- *Pleasant to work with and open-minded when it comes to input and suggestions.*
- *Work well with others as well as independently.*

Software

Illustrator, InDesign, Photoshop, Xd, Flash, Dreamweaver, HTML, TextWrangler, MS Office, DropBox, Flexi, Workgroups/DaVinci, Workfront

Experience

Municipal Clerk (Elected Position)

Town of Kildare, 2019–present

Mauston & Lyndon Station, Wisconsin

- *Maintaining council records and issuing licenses and permits*
- *Draft agendas for meetings and record minutes*
- *Payroll and Financial reports; Assessment and tax roll work*
- *Train election officers, Prepare and distribute ballots during elections*

Remote Web Based Freelance Graphic Designer

Perfect Aire, 2020–present

Countryside, Illinois

- *Design product packaging and manuals*
- *Product line Design layouts from initial design*
- *Design lifestyle and ecommerce images for products*
- *Proof designs and manual for errors and consistency*

Remote Web Based Freelance Project Manager/Graphic Designer

The Menu Maker, 2010–2020

Mauston, Wisconsin

- *Manage designers, management tools and meetings*
- *Assign, review and provided support on projects*
- *Design and layout restaurant menus*
- *Maintain and update menus as they change*

Graphic Designer

Gawronski Signs, 2016

Reedsburg, Wisconsin

- *Work with customers to design custom billboards and signs*
- *Setup, cut, weed and apply vinyl decals*



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Graphic Designer

Fun Company, 2014–2016

New Lisbon, Wisconsin

- *Design, print and apply/install decals on cabinets and marquees*
- *Designed sale sheets and Manuals*
- *Design for marquee cut with the laser cutter*
- *Maintained printers (Roland 54", 64" & VersaUV Flat-Bed Printer and Large format EPSON Print), Laminate and Press*

Marketing and Graphic Designer

Star Connection, 2013–2015

Baraboo, Wisconsin

- *Design advertisements branded for Dish Network, DIRECTV, Verizon, and Charter*
- *Design and maintain website for Star Connection and lodgeVision*
- *Freelance Design as needed since 2015-present*

Graphics Department Work Study

Western Technical College, 2012–2014

La Crosse, Wisconsin

- *Maintained printers (Epson large format, Xerox, and black & white laser HP)*
- *Help students with software questions and their design work*
- *Responsibilities include keeping supplies stocked, picking-up work areas and helping with designs for the department*
- *Closed the department once a week*

Education

Associate of Applied Science, Graphic Design

Western Technical College, La Crosse, Wisconsin, 2014

- *Certificate for Web Design*

Achievements

- *Girl Scout Leader for 2 troops and Managed all Leaders in my Area 2002-2012*
- *Soccer Ref Coordinator 2009-2012*
- *President, Graphics Club, Western Technical College, 2013-2014*
- *Presidential Award (GPA 3.5 or higher)
Fall 2012, Spring 2013, Fall 2013 and Spring 2014*
- *Certificate of Participation for a brochure design, Gutenberg, 2013*
- *Certificate of Participation for a packaging suite re-design, Gutenberg, 2014*