



JESSICA kretchmer

CONTACT

jkretch99@gmail.com

(574) 360-1379

www.jesscakretchmer.com

SKILLS

Artistic

- Traditional (charcoal, ink, gouache)
- Digital (painting, cut paper collage)
- Publication design
- Character design

Software

- Adobe (Photoshop, Illustrator, InDesign, After Effects, Acrobat)
- Clip Studio Paint
- Microsoft (Word, Excel, PowerPoint, Outlook)
- Google (Docs, Sheets, Slides, Forms)

Professional

- Time management
- Attention to detail
- Ability to multi-task & work under pressure
- Goal-oriented

EDUCATION

Savannah College of Art and Design

2017 – 2021

B.F.A. in Illustration with concentration in Publication Design (Children's Books) and Minor in Drawing

4.0 GPA - Summa Cum Laude

EXPERIENCE

Accounting/Operational Support Specialist

Baysingers Police Supply, October 2022 - Current

- Generates AR invoices and applies payments
- Supplies pricing analyses and quotes
- Uploads personnel and price lists to customer portal
- Creates part numbers

Invoicing Specialist

FDC Graphic Films, June – October 2021

- Corrected, printed, and posted AR invoices
- Ran summary and open order reports
- Filed and organized AR invoices

Marketing Intern

FDC Graphic Films, September – December 2019

- Redesigned company forms and product brochures
- Illustrated company event flyers and greeting cards
- Distributed company literature to sales representatives

Clerical and Production Worker

FDC Graphic Films, 2015 – 2019 (Summers and winters)

- Entered shipping and pricing data into system
- Distributed sample materials
- Packaged vinyl materials

EXHIBITION

- 2021 *Shoutout Atlanta* "The Shoutout" Series
- 2021 SCAD's *Port City Review*
- 2019 Specialty Graphic Imaging Association Sign Expo