

# JENNIFER GILBERT

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## Summary of Skills and Qualifications:

6 years of experience in print production; Able to work on both the creative and the production side; Strong understanding of the print industry lingo and commercial printing process; Additional skills include event planning, fundraising, project management, merchandising, purchasing, and inventory management.

Computer skills include all MS office applications, including Publisher, PowerPoint and advanced level Excel. Able to work on both a MAC and PC, proficient in Adobe CS4, which includes Illustrator, In Design, Photoshop and Acrobat Pro, also proficient with Quark Express.

## Experience and Work History:

### **Kelly Services**

Space Planning (*Temporary Assignment with Dollar General*)

**Nashville, TN**

*Jan 2010- Present*

### **Best Brands, Inc.**

Graphics Assistant (*Temporary*)

**Nashville, TN**

*Nov-Dec 2009*

- Assisted with design and production of Point of Sale promotional items
- Designed covers for company marketing materials and internal sales materials

### **Daymon Worldwide**

Packaging Coordinator (*Temporary*)

**Nashville, TN**

*June-Nov. 2009*

- Work on-site at the Dollar General Corporation as part of the Private Brands Team
- Assisted with project management for DG Private Label re-branding
- Worked with DG suppliers and advertising agency partners

### **Buntin Out-of-Home Media**

Sr. Production Manager

**Nashville, TN**

*May -Oct. 2008*

- Managed production of materials for outdoor advertising campaigns
- Worked with clients such as Burger King, Cracker Barrel and Bass Pro Shops

### **Jewish Federation of Nashville**

Campaign Administrative Assistant

**Nashville, TN**

*2006 - 2008*

- Administrative Assistant for the campaign and communications departments
- Graphic design and print production of department marketing materials
- Managed donor database and email communications
- Organized data and created reports for campaign analysis

### **Idea Art Inc.**

Print Production, Purchasing, and Inventory Manager

**Nashville, TN**

*2000 - 2006*

- Buyer of finished stationery products and graphic art production materials including printing, paper stock, and other finishing services
- Print production and product quality control
- Merchandising and research for new products, vendors, and suppliers
- Inventory management, forecasting to determine necessary inventory levels
- Involved in company strategic planning

**Professional Development and Community Involvement:**

*Nashville Advertising Federation* -Board Member and Membership Chair from 2006-2008

*Leukemia and Lymphoma Society*-Participated in “Team in Training” raised over \$4,000

**Education:**

**Middle Tennessee State University**

B.S. Mass Communication with emphasis in Advertising

Murfreesboro, TN

1999