

Jessica Crabtree

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SKILLS PROFILE

WEB & GRAPHIC DESIGN | ART, PRESENTATION, & BRANDING |
COMMUNICATIONS, CONSULTATION, & CUSTOMER SERVICE

- Strong work ethic with professional, analytical approach
- Reliable, punctual, motivated, and highly organized
- Excellent customer service and interpersonal skills, maintaining a positive and professional attitude; community-minded
- Art & design-oriented with strengths in display & presentation, branding, graphic design, and photography
- Extensive writing skills including composition, narrative, editing, proofreading, presentation, and research
- Strong computer skills including word processing, spreadsheets, internet & email, point-of-sale, bookkeeping, CMS web development, and UX design

EMPLOYMENT HISTORY

OWNER, ECT WEB DESIGNS

Clinton, Arkansas

(April 2018-Present)

- Freelance web design & development with elements of project management & consultation
- Graphic design for web & print media including newspaper, magazine, social media campaigns, branding & advertisement, professional documents, and high-resolution printing (signs & billboards)
- Contract webmaster & promotional consultant for City of Clinton & Clinton Area Chamber of Commerce, in collaboration with Clinton Advertising & Promotion Commission and Van Buren County Economic Development

PARTNER, ENOCH COMPUTER TECHNOLOGIES LLC

(2014-Present) Previously Enoch Computer Technologies, Subcontract 2008-2014 *Clinton, AR*

- Web design & development with emphasis on HTML & CSS coding, Wordpress, and social media
- Full-time contract management of business & organization websites
- Client consultation, training, and technical support for web development planning
- Graphic design for web & print media, including newspaper, social media campaigns, advertisement, professional documents, and high-resolution printing
- Office management duties including secretarial work and bookkeeping

MANAGER, ROCK N JAVA CAFE

(2016-Present) *Clinton, AR*

- Espresso barista & hostess
- Restaurant management including meal planning & preparation, baking, presentation, shopping, inventory, and scheduling
- Employee training in customer service, hospitality, waitressing, cooking & food safety, and point of sale

SALES ASSOCIATE, FAYE'S DIAMOND MINE

Clinton, AR

(2012-2017)

- Storefront activities including but not limited to customer service, point of sale, jewelry cleaning and evaluation, repair intake, and custom jewelry design
- Daily presentation and display of merchandise
- Checking in & placing orders, assisting with inventory
- Client management, mailing lists, events planning, store marketing and advertisement

FREELANCE ARTIST,

NATIVE AMERICAN PORTRAITS & WILDLIFE

Original Charcoal & Pastel Art, Commissions, & Gallery Exhibition (2007-2015)

ACTIVITIES

- Uncommon Communities Economic Development Board for Van Buren County AR (2017-2018)
- City of Clinton Business Database & License Codification (2017-2018)
- Clinton Area Chamber of Commerce PASSKEY Program QR Implementation (2015-2017) and Small Business Development Kit
- Clinton AR Community Events publicity & promotion coordination volunteer (2014-2015)
- Co-Director, Treasurer, Clinton Hunger Run (Certified Annual 5K Run/Walk) (2013-2018)
- Volunteer, Van Buren County Library (2004-2005)

EDUCATIONAL

- GED & Overall Academic Achievement Award, North Central Arkansas Career Center (2008)

**PROFESSIONAL PORTFOLIO AT
WWW.JESSICACRABTREE.COM**

**REFERENCES PROVIDED UPON REQUEST.
THANK YOU FOR YOUR CONSIDERATION.**

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