

JINI DAVIS

389 Allentown Rd.
Terryville CT 06786

jiniimanidavis@gmail.com

Portfolio:
jiniimanidesigns.com

DESIGN EXPERIENCE:
Design and Production
Conceptual Work
Illustrations

TECHNICAL SKILLS:
Adobe Indesign
Adobe Illustrator
Adobe Photoshop
Microsoft Office
Google Suite

SOFT SKILLS:
Experienced Public Speaker
and Effective Communicator
Excellent Collaborator
Natural Leader
Creative Problem Solver



EXPERIENCE

Cadco

Winsted, CT

Marketing Assistant and Content Creator Jan 2020- Present

- Assists in the creation of email marketing and marketing collateral
- Keeps track and updates website information
- Collaborates with marketing team to design graphic work
- Creates excel spreadsheets for marketing department

our.gentle.truth

Terryville, CT

Creative Director and Owner Oct 2019 – Present

- Creates marketing guides, labels, brochures, flyers for distribution
- Plans and researches concepts by studying information and materials
- Organizes and schedules projects using Google Suite
- Designs and manages website

Family Intervention Center

Waterbury, CT

Office Assistant Sept 2017 – March 2020

- Attentive to updates on medical information procedures and medical insurance billing
- Scheduled appointments and handled correspondence
- Billed clients insurance and entered in payments

Genrose Stone+Tile

Middletown, CT

Graphic Designer Assistant June 2019 – Sept 2019

- Assisted marketing team with print proofing, print production and cutting for labels, marketing guides, brochures, sale sheets, and templates
- Designed layouts and compositions for marketing collateral to support showrooms
- Optimized image files for the website featuring new product lines
- Prioritized, organized, and tracked multiple projects simultaneously using Monday, a project management tool

Terryville Public Library

Terryville, CT

Library Page Aug 2015 – Sept 2017

- Operated standard office equipment and performed clerical tasks
- Worked and communicated closely with the director and support team
- Performed a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a variety of library materials

EDUCATION

Tunxis Community College

Farmington, CT

Associates Degree: Graphic Design Aug 2017-May 2019

Award: Received monetary reward for graphic work permanently on display at Tunxis Community College