

Jessica Buschardt

Passionate, multi-skilled / "go to employee" - with 16 plus years experience seeks continued growth.

St. Louis, MO 63123

j.buser@sbcglobal.net

+1 314 221 9808

Experienced and passionate Graphic Designer seeks advancement in career!

Authorized to work in the US for any employer

Work Experience

Sales Associate - Accessories Department

Dillard's - South County - St. Louis, MO

Present

Assist customers in their selection of jewelry and accessories.

Ringing register sales transactions, Applying customers for credit applications as well as other customer service duties.

Sells and promotes the James Avery and Kendra Scott lines of jewelry at our store. Ran promotional events to promote sales of these jewelry lines.

Un- stocking and merchandising of new stock.

Retail Sales Associate/Cashier/Customer Service

Macy's - Saint Louis County, MO

December 2020 to July 2021

- Register sales / customer service / maintains fitting rooms
- Provides friendly and knowledgeable customer interaction and service within various departments at Macy's. (Shoes, Ready to Wear, Men's wear, Backstage, Housewares, Handbags.)
- Promoted to Part- time from seasonal to the shoe department within two months.
- Performs customer payments on accounts
- Orders products for customers through in store register order and look-up procedures.
- Always ask my customers to sign- up for our loyalty "Bronze Program" to save them money.
- Opened several new accounts for customers during peak sales times etc. Christmas to promote sales and save them money on their sales.

Senior Production Specialist

Optima Graphics, Incorporated - Fenton, MO

August 2011 to November 2020

Lead daily production of jobs, following work orders: including prioritizing and quality assurance. Meet shipping deadlines maintaining low missed shipment rate and low redo/reprint rate

- Able to identify types of vinyl for appropriate product use; weeded, cut and applied or printed and mounted to various substrates
- Prepare fabric panels using fabric saw or hand cutter, organize and label fabrics for production
- Train new employees
- Communicate in a professional manner with all personnel and customers
- Familiar with large format printers, dye sublimation, print to process, flash transfer dye method
- Cross trained in digital imaging and pre-flight files

Lead Technician

Optima Graphics - Fenton, MO
December 2006 to August 2011

Led department of three team members, prioritizing work orders, and ensuring quality of product. Problem solved, organized workflow and managed employees with appropriate process instructions

- Trained new employees
- Ordered and maintained various types of fabrics by requisitioning
- Table throw serging and construction

Seamstress / Table Throw Production Team Member

Optima Graphics, Incorporated - Fenton, MO
January 2004 to December 2006

- Responsible for sewing tradeshow graphics and serging table-throws
- Prepared vinyl to be heated to table throws

Office and Personal Assistant

Private party/home owner. - St. Louis, MO

Helped organize a home office, and performed basic household duties including clerical tasks.

Visual Associate / Auditor

Garden Ridge - St. Louis, MO

Communicated sales to customers by producing signage for pricing events.

School Age Child Care Group Leader

Y.M.C.A - St. Louis, MO

Planned and supervised activities for school age children. Mutual respect along with good communication skills were required for caring and interacting with the children, their parents, as well as other staff members.

Education

Associate in Applied Science in Graphic Communications

St. Louis Community College - Kirkwood, MO
May 2002

Certificate of Specialization - Graphic design and Page layout in Graphic Communications

St. Louis Community College - Kirkwood, MO
2016

on-line coursework in Graphic Communications

Lyndia.com

Skills

- Abode PhotoShop, Illustrator, Microsoft Word. Macintosh and Windows. I am a diligent hardworking,detail oriented individual with excellent organizational skills. I am friendly and approachable personality makes it easy for me to work with others. (10+ years)
- Photoshop
- Typography (3 years)
- Graphic Design (6 years)
- Adobe
- Packaging (10+ years)
- Adobe Creative Suite
- Adobe Illustrator
- Printing
- Indesign
- Print Production
- Microsoft Word (2 years)
- Adobe Photoshop
- Prepress
- Layout Design
- Photography
- Illustration (6 years)
- Layout Design (5 years)
- Illustration (4 years)
- Photoshop (5 years)
- Branding (3 years)
- Adobe PhotoShop (5 years)
- Basic math
- English
- Time management

Links

<http://jessica.kunstdesigns.com>

Awards

Falcon Flight Award

May 1998

In high school was honored with this award from a teacher for displaying admirable character as well as academically high grade point average.

Scholarships

May 1998

One two cash scholarships:
Fenton Area of Commerce & Meramec Community College.

High School Honor Roll & College was on the Dean's list

May 1998

maintained a high GPA in high school and at college.

Certifications and Licenses

Certificate of Specialization - Graphic Design & Page layout

May 2016 to Present

Took a Hardware and Configuration class and earned this certificate in addition to my Associate's of Applied Science degree.

Assessments

Graphic Design — Proficient

March 2019

Measures a candidate's ability to create visual media to effectively communicate information and concepts.

Full results: [Proficient](#)

Graphic Design — Highly Proficient

October 2019

Measures a candidate's ability to create visual media to effectively communicate information and concepts.

Full results: [Highly Proficient](#)

Attention to Detail — Completed

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

Work Style: Reliability — Completed

April 2020

Tendency to be dependable and come to work

Full results: [Completed](#)

Graphic Design — Highly Proficient

July 2020

Using graphic design techniques and producing visual media to communicate concepts.
Full results: [Highly Proficient](#)

Graphic Design — Highly Proficient

July 2020

Using graphic design techniques and producing visual media to communicate concepts.
Full results: [Highly Proficient](#)

Customer Focus & Orientation — Familiar

August 2020

Responding to customer situations with sensitivity
Full results: [Familiar](#)

Project Management Skills: Budgeting — Completed

June 2019

Managing project budgets by appropriately allocating and monitoring financial resources.
Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Computer Skills: Familiar with both Macintosh and Windows. Proficient in the following software: Adobe Photoshop, Adobe Illustrator, QuarkXpress and Microsoft Word.

School Experience:

- At Meramec, I gained practical work experience designing career-related projects for local companies, organizations and foundations.
- I also have a solid understanding of the conceptual design process, from draft-board to final production.
- I learned pre-press considerations, designing for requirements such as budget, applications and size.
- Developed logos for letterheads, business cards and envelopes.
- Designed corporate identities, laid out catalog pages, developed mailers, constructed package designs, produced camera-ready paste-ups, designed advertisements, developed flyers and signage, executed pencil layouts, and designed posters.

Won T-shirt design for Optima Graphics BBQ. T-shirts were mass produced for company's BBQ.