

# Jenna Dixon

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## Education

### University of Arkansas at Little Rock

Bachelor of Art in Studio Art, in progress  
GPA: 4.0

### Interlochen Arts Academy, Interlochen, MI

High School Diploma, Major: Classical Guitar, 2002

## Specialized Skills

**Languages:** XHTML, CSS, PHP

**Operating Systems:** Mac Classic/OS X, Windows 98/2000/XP/Vista

**Software:** Adobe Photoshop, Illustrator, InDesign, Dreamweaver, FrameMaker, PageMaker, Acrobat, Corel Painter X, and the Microsoft Office Suite including Access and Visio.

## Work Experience

### Administrative Specialist & Admissions Coordinator *(June 2007 – current)*

University of Arkansas at Little Rock, Office of International Services, Little Rock, AR

Job Duties Include:

- » Receiving the public in a pleasant and professional manner, providing information and assistance as requested
- » Providing general receptionist services including answering and operating a multi-line phone system, transferring calls, taking messages, scheduling appointments and meetings, and maintaining a hospitable office environment
- » Accommodating the special needs of current and prospective international students through dissemination of information about UALR policies, application requirements and instructions, U.S. culture, insurance, and housing
- » Providing secretarial and IT support to staff members
- » Assisting in the organization of the International Student Orientation including scheduling speakers, and writing, editing, and designing orientation materials
  - » Utilizing the Banner System to input and retrieve student information and immigration details
- » Supervising graduate assistants and student workers
- » Processing applications and issuing International Student Identity Cards
- » Receiving and processing UALR international undergraduate applications and supporting documents and materials
- » Correspondence with prospective students regarding application requirements and procedures
- » Ensuring University compliance with all federal, state, and local laws/regulations regarding international students, faculty, staff, and their accompanying dependents
- » Overseeing office equipment, supplies and inventory
- » Overseeing immigration services for international students, faculty, staff and their accompanying dependents
- » Assisting in distribution of official U.S. immigration documents
  - » Migrating content and redesigning websites for the Office of International Services, International Student Services, and Programs Abroad

### **Freelance Graphic & Web Designer** (*April 2004 – Current*)

- » Independently designed websites, e-newsletters, advertisements, logos and publications based on client needs for both the web and print through the use of universal design principles and web standards.
- » Services offered:
  - › Creative consultation and guidance
  - › Graphic, logo, and identity design
  - › Information architecture and migration
  - › Website redesign and maintenance
  - › W3C standards compliant XHTML, CSS, and PHP markup
  - › Template customization and design
  - › WordPress content management system implementation and theme development

### **Assistant Web Editor** (*August 2004 – June 2007*)

University of Arkansas at Little Rock, Office of the Provost, Little Rock, AR

Job Duties Included:

- » Assisted in production of the UALR 05-06, 06-07, 07-08 Undergraduate Catalogs
- » Organized content for the UALR Office of the Provost website, the Undergraduate Catalog, and UALR policy memoranda
- » Converted documents, policies, memoranda, and manuals for web publishing.
- » Provided IT and office equipment support
- » Scanned documents and compiled data for curriculum change forms, UALR Policy Memoranda, and UALR Forms.
- » Updated faculty, staff, and committee databases.
- » Designed invitations, fliers, signs, banners, and various graphics for web publications and print

### **Affiliations**

**Member, UALR Clay Guild** – UALR's student run ceramics club, (*2004 – current*)

President 2005 – 2006. Helped organize fundraisers to sponsor visiting artists, buy new equipment for the studio and for ceramics students to attend the annual NCECA conference.

**Member, National Council on Education for the Ceramic Arts** – (*2005 – 2007*)

Attended the 2005 NCECA conference in Baltimore, MD

Attended the 2006 NCECA conference in Portland, OR

### **Honors and Awards**

**UALR Student Competitive Exhibition**, (*April 2006*)

2006 – 2007 Clay Honors Award

Southern Pottery Art Supply Award

## References

**Aaron Baker**, Web Services Coordinator  
University of Arkansas at Little Rock  
Office of the Provost  
Little Rock, AR  
501.569.3204

**Heather Binder**, Programs Abroad Coordinator  
University of Arkansas at Little Rock  
Office of International Services  
Little Rock, AR  
501.569.3582

**Missy McCormick**, Ceramic Artist  
Loveland, Ohio  
386.793.3862