

Jessica A. Girouard

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## OBJECTIVE

To own my own business specializing in graphic design, web design, and photography.

## EDUCATION

### High School:

Durango High School	G.P.A - 3.115
7100 West Dewey Drive	Weighted G.P.A - 3.815
Las Vegas, Nevada 89113	Class Rank - 66 of 381
(702) 799-5850	Graduated June 2006

### College:

UNLV ( University of Nevada Las Vegas ): 12 credits  
CSN ( College of Southern Nevada ): 71 credits  
Currently attending CSN: pursuing an Associates of Applied Science in Graphic  
Technology – Multimedia Authoring also an Associates of Arts degree to transfer to  
UNLV to get my Bachelor of Fine Arts – Graphic design concentration

## WORK EXPERIENCE

### Hostess

July 2005 to June 2006  
Applebee's Neighborhood Bar & Grill  
3501 South Rainbow Blvd  
Las Vegas, Nevada 89103  
(702) 220-3070

### Description:

Working with the public while providing excellent customer service, seating guests, bussing tables, vacuuming, cleaning, making sure the restaurant is presentable including restrooms, helping guests and servers.

### Barista

August 2006 to February 2007  
Starbucks Coffee Company  
4010 South Rainbow Blvd  
Las Vegas, Nevada 89103  
(702) 221-0726

### Duties:

Taking orders, working drive thru, making drinks according to recipes, working with the public, and operating a cash register.

### Teller

February 2007 to August 2008	Lead Teller August 2008 to August 2010
Wells Fargo Bank	Wells Fargo Bank
3800 Howard Hughes Parkway	3800 Howard Hughes Parkway

Las Vegas, Nevada 89169  
(702) 791-6353

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(702) 791-6353

Description:

Teller:

Responsible for maintaining and balancing a cash drawer. Under direct supervision, processes customer transactions within established guidelines. Identifies and makes sales referrals, recommends alternate channels, cross-sells bank services and products for Wells Fargo partners, provides excellent customer service. Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop. Providing excellent customer service

Description:

Lead Teller:

Under limited supervision, provides the same duties as the teller in addition to handling compliance of audit operations and regulatory issues. Duties may include workflow scheduling, transaction approval, and teller training and/or teller supervision. Responds to inquiries/problems and may handle more complex services/transactions. Including the selling of foreign currency

Operation Processor

September 2010 to Present  
Wells Fargo Retail Services  
4455 West Spring Mountain Road  
Las Vegas, Nevada 89102

Description:

Performs a variety of operational tasks for a moderately complex to complex process within the WFFNB Underwriting Department. Takes accountability for entire process from receipt of work to resolution and closure. Tasks require coordination of information from various sources. Duties may include: receiving and reviewing incoming work, contacting various resources needed, entering information into system of record, verifying accuracy, resolving complex customer issues using multiple resources and records, preparing specialized and/or complex documents

PERSONAL BUSINESS

Freelance Graphic Designer

Description: Client based business doing graphic as needed. Specializing in graphic design.

Description of works:

- 100 page book for Brenden Theaters of their promotion for Michael Jackson's *This Is It*. Book was judged at 2010 Show west
- 3' x 5' banner and promotion cards for sendherflowers.com featuring Katherine Jackson's Bouquet Collection
- Lanyard inserts for Iron Man 2 – Stan Lee Tribute Weekend at Brenden Theaters 5 different designs
  - Custom business cards for small business owners
  - Corporate identify for new businesses
  - Design Packaging for new products
  - Instructional insert for a product

## INTERNSHIPS

Photographer/ Journalist for R-Jeneration  
September 2005 to May 2006  
Las Vegas Review-Journal  
1111 W. Bonanza Road  
Las Vegas, NV 89125  
(702) 383-0211

### Description:

Wrote stories about teen news, was assigned stories to write articles about, researched topics, did interviews with students, and took photographs for stories for the R-Jeneration page of the Las Vegas Review-Journal.

## SPECIAL SKILLS

### Computer:

Proficient in Adobe Photoshop (Mac and pc), Adobe Illustrator (Mac and pc), Adobe Dreamweaver (Mac and pc), Microsoft Works, and Microsoft Word. Knowledgeable in Adobe Flash (Mac and pc).

Photography. Videography, Video editing.

## REFERENCES ON REQUEST