



Jessica Lee Riddell

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Work

Graphic Designer

05/2015 - 06/2016 | REC SOLAR, SAN LUIS OBISPO CA

I primarily support the marketing department by creating and updating collateral and maintaining asset libraries, and support design requests from other departments. My main projects are currently defining and refining our brand and maintaining collateral and templates for the sales and marketing teams.

Proposal Coordinator

05/2015 - 06/2016 | REC SOLAR, SAN LUIS OBISPO CA

I managed the proposal submittal process including team coordination, writing, and production, and maintenance and improvement to the proposal response library.

Marketing & Database Administrator, Data Analyst

08/2013 - 02/2015 | BURDGECOOPER, LOS ANGELES CA

I contributed to the company's marketing and social media strategies by maintaining and updating their CRM database (Dynamics) in order to coordinate, design, and distribute campaigns and analyze their results. I also helped manage and maintain various company online stores and websites, sample and swatch departments, developed and managed sales collateral, and facilitated our quality team and implemented continuous improvement strategies.

Education

California Polytechnic State University, San Luis Obispo

06/2013 | 3.5 GPA

Bachelor of Science in Graphic Communication

Concentration in Design Reproduction Technology

Skills

Creative Software

InDesign, Photoshop, Acrobat Pro, Illustrator

Web

HTML, CSS, Wordpress

Office Management

Word, Excel, Outlook, PowerPoint, Microsoft Dynamics CRM, Salesforce, MAS,

Enterprise32, Access, Procore, Sharepoint