

Jenn Lantrip

Creative and passionate self-starter with project management background who cares deeply about the professional development of herself and her team.

Proficiencies

- Adobe CC
- Canva
- Clip Studio Paint, Procreate, Etc.
- Web Design (Coding or Block Building)
- Social Media (X, FB, Insta, TikTok, & more)
- Real media Illustration
- Google & Microsoft Suites
- CMSs (ie.Wordpress)
- CRM Systems (ie.Salesforce)

Got It Handled

- Amazing Asset Management
- Proven Attention to detail
- Team Player
- Great Communicator
- Multi-tasker Extraordinaire
- Good Under Pressure
- Quick Learner
- Self Starter

Experience

2001 - now **FREELANCE ILLUSTRATION/LOGO DESIGN**

- ★ 100% satisfaction/completion rating

2024 - now **OFFICE MANAGER, CALVARY LUTHERAN CHURCH**

Redesigned logo, updated newsletter, email, bulletin templates. Also: fliers, bookkeeping and all financials, HR tasks, Customer service.

- ★ Led Holiday Bazaar to increased Preschool donations.
- ★ Led Red Cross donation drives to exceed goals.
- ★ Increased financial efficiency, saving hundreds a month

2022 - now **ADMINISTRATIVE SUPPORT/PART OWNER, IRIDESCENT DAYDREAM LLC**

Designed logo, set up branding. After assuming ownership, all financial/HR tasks to keep store running.

- ★ Streamlined inventory systems, vendor payout systems.
- ★ Helped set up marketing committee and spearhead new initiatives

2014 - 2022 **VARIOUS MANAGERIAL POSITIONS, MICHAELS**

Increasing responsibilities starting with front end/event management up to Assistant Store management. Included onboarding and HR. Inventory control and sets. Framing management including production, quality control, asset management. Customer service

- ★ Led education team to achieve 87% increase in class registrations in fiscal 2014
- ★ Helped store achieve 70% reduction in inventory loss for fiscal 2015
- ★ Achieved #12 in company for framing sales in Q2 2020

Education

BFA - FINE ART, GRAPHIC DESIGN, ART HISTORY
Indiana University

AAS - GRAPHIC DESIGN
Ivy Tech Community College