

# JANIE OTTWELL

Dallas, Texas | 214-702-1977 | silverowlcreative@gmail.com

## PORTFOLIO

[www.jkottwell.com](http://www.jkottwell.com)

## EDUCATION

User Experience/User Interface  
(UX/UI) Certificate

**SMU Continuing & Professional Education**  
Dallas, TX

Associate of Arts and Sciences  
User Experience/User Interface (UX/UI)  
**Dallas College**  
Dallas, TX

Becoming A Proofreader Certificate  
**Knowadays**

## TECHNICAL SKILLS

- Adobe Creative Suite
- Microsoft Office Suite
- Figma
- HTML5
- CSS3

## MEMBER OF

- Editorial Freelancers Association

## REFERENCES

Available Upon Request

## PROFESSIONAL SUMMARY

Graphic Designer with 20+ experience in creating visually compelling designs across various mediums. Adept at leveraging expertise in Adobe Creative Suite, and other design tools to produce dynamic visual content that aligns with client objectives and brand identity. Proven ability to manage multiple projects simultaneously while meeting tight deadlines and maintaining high standards of quality. Excellent communicator and collaborator, with a strong attention to detail. Passionate about staying abreast of industry trends and emerging technologies to ensure cutting-edge design solutions.

- Graphic Design
- UX/UI Design
- Copywriting, Editing, Proofreading
- Desktop Publishing
- Branding and Identity
- Project Management
- Customer Service/Management Experience
- Wireframing and Prototype Design
- Mobile and Web Application Development

## CAREER

July 2023- Current

**Graphic Designer**, Silver Owl Creative, Dallas, TX

- Manages multiple design and proofreading projects, prioritizing tasks effectively to meet deadlines.
- Improves document accuracy by meticulously proofreading and editing various types of content using industry-standard software such as Adobe Creative Suite and Microsoft Office Suite.
- Collaborates closely with authors to ensure smooth workflow from initial draft through final publication.
- Elevates manuscript quality by meticulously reviewing and correcting grammatical, punctuation, and formatting errors.

September 2014- Current

**Licensed Massage Therapist**, Balanced Oak Massage & Wellness, Dallas, TX

- Effectively manages time to ensure all appointments run smoothly without compromising the quality of service provided to clients.
- Demonstrates a strong sense of empathy towards clients' needs and concerns.
- Improves overall wellness for clients by performing various massage techniques.
- Cultivates a calm atmosphere to enhance the therapeutic experience for clients.
- Delivers exceptional customer service experiences, resulting in positive reviews and increased word-of-mouth referrals.

February 2006- July 2008

**Graphic Designer**, MDVC Creative, Inc., Dallas, TX

- Designed and produced print and web projects for clients within time-sensitive deadlines.
- Worked with clients to define requirements, establish scopes, and manage project milestones.
- Contributed innovative ideas during brainstorming sessions with colleagues, which fostered a collaborative environment and generated fresh perspectives on design projects.
- Performed various tasks, including copywriting, editing, proofreading, designing, and producing prepress files.

July 2004- December 2005

**Graphic Designer**, RCL Enterprises, Allen, TX

- Developed creative designs and layouts of school books for children that influenced user engagement and increased visibility.
- Formatted books according to the company style guide.
- Contributed to successful marketing campaigns through cover designs and promotional materials.
- Designed eye-catching covers that effectively represented each unique theme.