

# JENNIFER SCROGGINS

## QUALIFICATIONS

---

Attentive, detail oriented and highly organized individual.

Has extensive knowledge of all Adobe Creative Suite software, High-Logic Font Creator, Microsoft Office, Filemaker Pro, and comfortable on both Macintosh and PC platforms.

Also well versed in XHTML, CSS, XML, PHP, and MySQL administration.

## EDUCATION

---

2000 – 2003, 2006 – 2009      University of Michigan      Ann Arbor, MI  
***Bachelor of Fine Arts, Cum Laude***  
UM School of Art and Design  
***Bachelor of Arts, Classical Archaeology***  
UM School of Literature, Science & the Arts

## WORK EXPERIENCE

---

March 2010 – Present    JStor      Ann Arbor, MI  
***Production Assistant***

- Discrepancy tracking & resolution of digital online databank of academic journals.

Dec 2009 – Present    RavenWilde Design      Ann Arbor, MI  
***Web Designer & Sole Proprietor***

- My own web-design start-up, currently still getting off the ground.

Jan 2007 – Present    Kelsey Museum of Archaeology      Ann Arbor, MI  
***Curatorial Assistant***

- Assisted in the opening of the museum's new galleries by creating & maintaining databases (virtual & physical) of materials designated for display.
- Advised and trained faculty members in the operation of programs such as FileMaker, PowerPoint, Excel, CTools, & ArtStor.
- Created presentation materials for teaching & lectures.
- Designed and maintained websites for university classes & departmental use.
- Extensive use of Adobe Creative Suite throughout employment.

Aug 2006 – Aug 2007    UM Library System    Ann Arbor, MI

***Fiscal Management Section Assistant***

- Clerical and filing responsibilities for the section.
- Ran daily billing reports and vendor queries off Aleph.
- Updated vendor and sales network databases.
- Error discovery & resolution for Fiscal Management & Print Acquisition.

Jan 2006 – Jan 2009 Shaman Drum Bookstore Ann Arbor, MI

***Textbook Sales/Customer Service***

- Worked point-of-sale and sales returns, oftentimes under very busy/stressful conditions.
- Help train newer ‘rushees’ on tasks and customer service skills.

Mar 2004 – Aug 2005 GreenStar Cooperative Market Ithaca, NY

***Financial Department Assistant***

- Responsible for daily accounting of sales, POS reconciliation, and bank deposits.
- Produced weekly & monthly sales reports and maintained permanent records and file system.
- Worked with Microsoft Excel, Access, and in-house POS and inventory software ‘Glinda’.
- Substituted at times in Accounts Payable handling weekly vendor checks and statements.

AWARDS

---

University Honors, University of Michigan, 2000.

Tagge Scholarship Award, UM School of Art & Design, 2001.

Dean’s List, University of Michigan, 2002.

University Honors, University of Michigan, 2008.

REFERENCES

---

Available Upon Request.