

Jessica Van Horn

Graphic Designer

## EDUCATION

**Southern New Hampshire University [Bachelor of Fine Arts in Graphic Design]**

August 2021 – June 2023

Magna Kum Laude – GPA 4.0

National Society of Leadership

**Online Portfolio:**

<https://jessicavanhorndesign.com>

## WORK EXPERIENCE

#### **Spectrum Mobile/Charter Communications [Human Resources Coordinator]**

June 2017 - August 2021

* Conduct full-cycle recruitment process for internal and external positions including sourcing and research, applicant tracking using BrassRing, candidate scheduling, interviews, offers, and salary negotiations.
* Created and run weekly onsite hiring events which resulted in a 25% increase in hiring and a 40% increase in the overall candidate pipeline.
* Process and maintain HR files in compliance with SOX regulations and in accordance with state and federal laws.
* Maintain accurate HRIS data entry in PeopleSoft including supervisor changes, job, and department code changes, and career progression.
* Work with executives to facilitate employee relations including monthly incentives, monthly and quarterly recognition ceremonies, and step progression.
* Coordinate advertising efforts including pricing, payment, graphics, and implementation.

**PROFILE**

Creative and skilled graphic design graduate with expertise in Adobe Creative Suite, typography, layout design, and branding. Proficient in creating designs for print, web, and mobile applications. Strong

problem-solving skills and attention to detail. Eager to bring fresh ideas and a passion for design to an entry-level graphic design position.

**CONTACT**

**LOCATION**

Kansas City, MO

**PHONE:**

913 - 220 – 9665

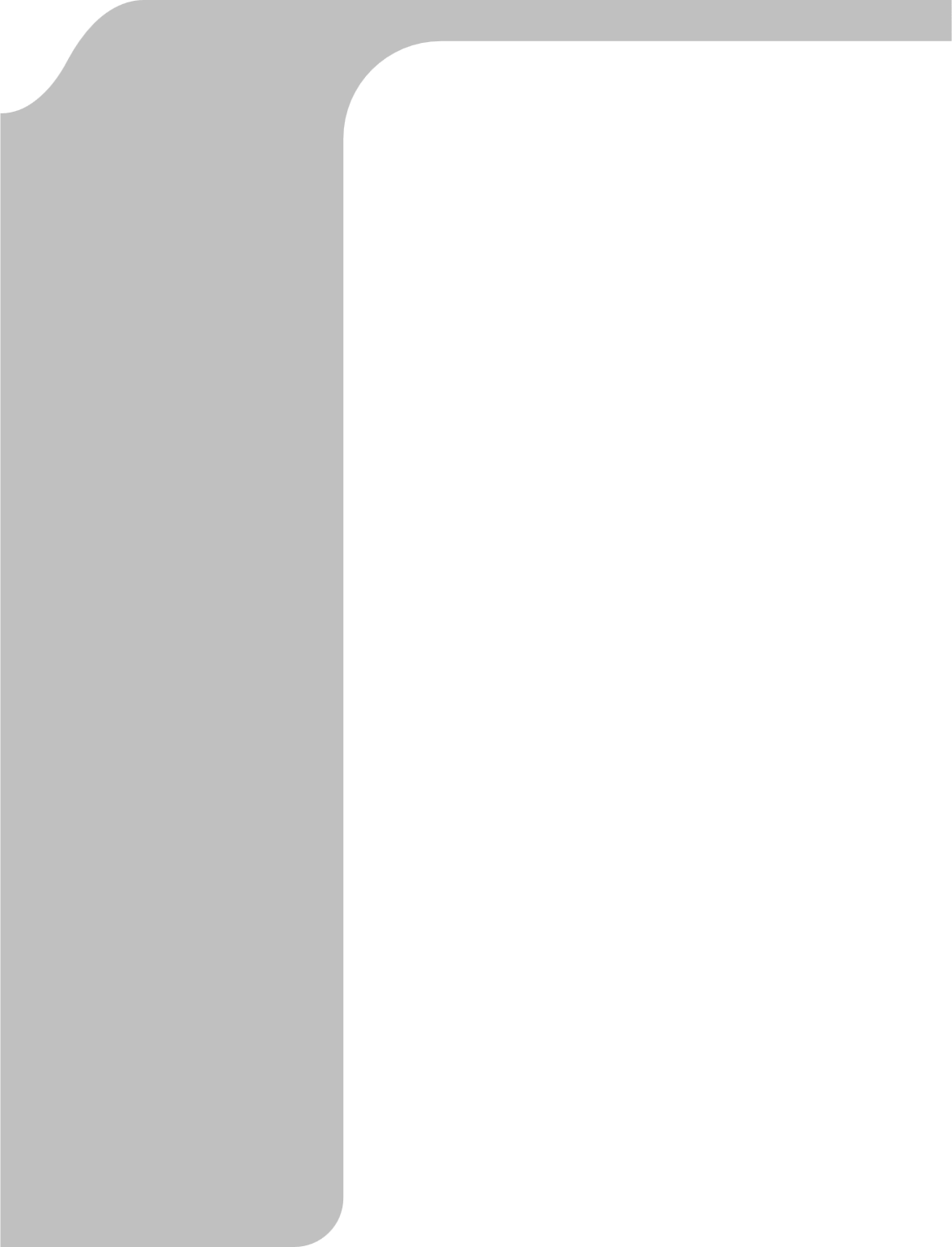
**EMAIL:**

[jessicavanhorndesigns@gmail.com](mailto:jessicavanhorndesigns@gmail.com)

#### **Samson Dental Company [Human Resources Generalist]**

October 2016 – December 2016

* Collaborated with IT and training in creating and sending out all new hire login credentials. Which included TimeForce and assigning manager security privileges by practice location when applicable.
* Worked with area and district managers in establishing start dates and communicating login credentials.
* Assisted in coordinating, monitoring, and reviewing dentist applications and accompanying documents, ensuring eligibility. Identifying any issues with the credentials that required additional investigation and appropriate follow-ups.
* Worked with marketing in establishing a new website live chat feature. Responsible for running the chat and answering all questions that were asked.



**SKILLS**

Photoshop

Illustrator

InDesign

Lightroom

HTML/CSS

WordPress

Microsoft Office Suite

Photography

Teamwork

Detail Oriented

Effective Communicator

Project Management

#### **ECCOSelect [IT Recruitment Administrator]**

February 2014 – August 2016

* Coordinated with outside vendors to design and order promotional products for clients, consultants, company events, and conventions.
* Collaborated with marketing and outside website developers to rebrand and design the company website and used WordPress experience to continually update posts, blogs, and news.
* Appointed project manager and system administrator for the implementation of the Bullhorn applicant tracking system and was responsible for customizing the interface and system settings per company needs.
* As company Bullhorn SME, created recruitment workflow and trained recruiters, account managers, and executives on processes, procedures, and usage.
* Performed validation testing for data migrated from legacy ATS to Bullhorn during pre-implementation.