

JILL F. HOBEN  
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Tel: 860.435.2578  
Graphic Design, Web Design

## Résumé

### Summary

I have worked as database manager and experienced graphic designer in charge of membership communications and creating in-house graphics for employer working in the Securities Industry. Attended and completed combined Certificate Programs in Graphic Design and Web Design while working full time from an on-line School of Design in New York. Responsible for a staff of two while employed as an Accounts Receivable Supervisor at a local retirement community. A strong attention to detail and multi-tasking abilities are strong attributes. Implemented procedures for consistent flow of paperwork and electronic forms to provide multi-office coordination of four real estate offices with main office and maintaining web site functions.

### Accomplishments

- Development, design and maintenance of a website for a local Real Estate company.
- Development, design and maintenance of a website for a cancer fundraising group.
- Development, design and maintenance of a website for retail landscaping company.
- Produce Real Estate Web Index for Agent Forms starting with uploading of forms, installation of form filling software in multiple offices, instruction to all Agents in use of form software, file saving formats, and naming conventions.
- Layout and design of eight page, full color brochure for National three day meeting held annually as well as regional meeting brochures.
- Working with the IT Manager as back up for computer issues, updating member login files, troubleshooting software application problems.
- Re-design of Renewal forms and procedures for management of database for membership of 1200 plus members.
- Design work for clients in small business from brochures, business cards, menu layout and design and presentations.
- Produced sixty seven page publication for annual fund raiser by non-profit organization in local community.

### Professional Experience

John Harney Associates, LLC	January 2006 - Present
Elyse Harney Real Estate	October 2004 to January 2006
National Society of Compliance Professionals, Inc.	May 1999 - October 2004
Grasshopper Graphics, Lakeville, CT	June 2002 - Present

## Computer and Software Skills

- Graphics: Adobe CS3 Illustrator, Photoshop, Flash, Fireworks, Image Ready
- Print Layout: Quark 6.5,
- Other: PowerPoint, Excel, Microsoft Word, Access and Windows 2000/XP  
Microsoft Publisher, All Web Menus, Omni Form, Adobe Professional
- Web software: Dreamweaver, Note Pad.
  
- Platform: PC based

## Education

Sessions.edu, On-line School of Design, New York, NY	2002 - 2008
AI Prince Vocational Technical School, Hartford, CT	1973
Bay Path Junior College, Associates Degree, Longmeadow, MA	1972
Housatonic Valley Regional High School, College Preparatory	1969

References furnished upon request.