

Cassi Jarvis

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SUMMARY

I am a detail-oriented individual with experience in technical publications and creative graphic solutions. As a Graphic Artist, I have created graphics for technical orders, test operations, flight manuals, and equipment installation and removal procedures. I am seeking a meaningful position that will take advantage of my skills and provide opportunities to expand my skill base.

Currently hold an active Secret DoD Security Clearance.

TECHNOLOGY

- Autodesk Maya
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe After Effects
- Isodraw
- Office Suite
- Google Suite
- AutoCAD
- VisPro (CPLM)

SKILLS

- Illustration
- Marketing Collateral
- Graphic Design and Layout
- Typography
- Brand Expression
- Trend Analysis
- Material Selection & Bill of Materials
- Project Management

EDUCATION

Eastern Florida State College

Brevard County, FL

AS in Graphics Technology Coursework

1. *2D Animation*
2. *3D Animation*
3. *Web Site Design*

Kent State University

Kent, OH

BA in Fashion Design & Minor in International Business

Study Abroad in Florence, Italy (Fall Semester 2016)

Coursework Descriptions:

- Create collection portfolios that include moodboards, a layout that conveys the overall look and theme of the collection, multiple initial designs, embellishment details and specifications, and flats, which are the blueprints for the final designs.
- Translate 2D designs into 3D garments.
- Research international market concepts, logistics and trends and apply the information to real world markets.
- Studied the Japanese language and culture for two years.

RELEVANT EXPERIENCE

Graphic Artist, Northrop Grumman

August 2021 – Present

- Creates complex/basic technical isometric, orthographic, 3-D and perspective illustration and loads diagrams for technical data products to be used for usability testing as well as checkout.
- Utilized both raster and vector tools and images as well as convert from one to the other.

- Applies regulatory standards and specifications to produce illustration for technical publications and uses existing organizational process to create or revise technical illustrations.
- Brought additional business in for the graphics team.
- Schema lead (assigning work, peer reviews, training new people to my team).
- Acting Illustrator lead when Illustrator lead and SMEs are out of office.
- Side projects: quarterly newsletter graphic and layout design (eight published), created graphics for modernization proposals.
- Created training materials used by technical writers and graphic artist as a standard.
- Awarded Employee of the Month twice (2022 and 2025) in four years and awarded Team of the Year in 2023.

Graphic Design Assistant, Highland Mint / Melbourne, FL

October 2020 – March 2021

- Support the graphics department by designing and creating production files from mockups.
- Manage the printing, sizing, and cutting of tickets, certificates of authorization, and autographed posters of teams and players.
- Manage production functional department by coordinating with design and fabrication departments to meet deadlines and troubleshoot production problems.