

# jordan hoover

## GRAPHIC DESIGNER

(737) 203-6292

[jordan@jbhdesigns.com](mailto:jordan@jbhdesigns.com)

[jbhdesigns.com](http://jbhdesigns.com)

[@j.b.h.design](https://www.instagram.com/j.b.h.design)

### ABOUT ME

Experienced Graphic designer specializing in branding, print design, typography, and social media graphics. Brings strong Adobe Creative Suite expertise, disciplined project organization, and consistent design execution. A collaborative, relationship-driven designer with a competitive drive to refine, optimize, and deliver high-impact visual solutions. Seeking full time employment in an internship.

### EDUCATION

#### AUSTIN COMMUNITY COLLEGE

Graduated May 2026 | Austin, TX

Associate of Applied Science in Visual Communication - Graphic Design Specialization

May 2024: Certification earned: Occupational Skills Award in Graphic Media Production

#### UNIVERSITY OF NORTH TEXAS

Graduated Aug 2020 | Denton, TX

Bachelor of Arts in Media Arts

#### AUSTIN COMMUNITY COLLEGE

Graduated Dec 2017 | Austin, TX

Associate of Arts in Journalism

### SOFTWARE KNOWLEDGE

Adobe InDesign

Adobe Photoshop

Adobe Illustrator

Adobe Audition

Adobe Premier

Content Management Systems

Squarespace

Canva

Figma

Wordpress

Basic HTML & CSS

Social Media Platforms

Microsoft Office Programs

Google G-Suite Programs

### EXPERIENCE

#### GRAPHIC DESIGN INTERN

Big 30 Athletic Corporation | Remote

January 2026 - Present

- Work directly with marketing manager to create graphics using **Adobe Illustrator** in support of the marketing mission that are being used in booklets and on their website
- Create program booklets for sporting events using **Adobe InDesign** as needed (1 to 2 booklets per sporting season)
- Create monthly email **newsletters** using Krackerjak highlighting local sponsors as well as high school sports news for 100 to 150 subscribers

#### PLANNING REPRESENTATIVE

Walters Wedding Estates | Texas Hill Country Region

June 2022 - July 2023

- Successfully **planned and executed** approximately **12 events monthly** including weddings, quinceaneras, and corporate events
- Maintained open lines of communication for up to 9 months with clients and built trusting relationships from the date of the booking, during the planning process, and through their event
- Created and set floor plans using SocialTables (now Cvent Event Diagramming) in accordance with clients' needs and ADA guidelines
- **Sold upgrades** and add-ons equating about **\$20,000** per month to enhance clients' events
- Oversaw a *team of 4* day-of-coordinators which included training, scheduling, and supervision
- Organized an office previously used for storage to be an inviting place to be able to hold meetings with clients

#### ASSISTANT WOMEN'S LACROSSE COACH

Southwestern University | Georgetown, TX

Sept 2021 - June 2022

- Assisted Head Coach with the administration of daily lacrosse operations, recruiting, team training, home event management, team travel, and **practice organization for a team of 17 players**
- Created content using **Canva** and posted to social media weekly to promote the women's lacrosse program

