

# Jennifer LeBaron-Smith

Interactive Resume

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## Technical Skills

Adobe

Photoshop  
Illustrator  
InDesign  
Flash  
Dreamweaver  
After Effects

Microsoft

Word  
Excel  
Power Point

Other

Internet  
CSS  
html  
SEO

## Education

Associate of Applied Science, Graphic Design  
Associate of Applied Science, Business  
Associate of Applied Science, Accounting

## Application

Print Graphics ♦ Motion Graphics ♦ Web Design ♦ Interactive Documents ♦ Social Media  
Augmented Reality ♦ ePub ♦ MOBI ♦ Illustration ♦ Copy Writing ♦ Copy Editing

## Social



# Work Experience

## Jennifer Smith Design

Graphic Designer

Print Design—Web Design—Motion Graphics—Augmented Reality—Layout—Social Media Marketing— Illustration—ePub—Training and Lecturing—Copy Writing and Editing

2011-Current

## Workers Compensation

### Nevada Workers Compensation Network

Director

### Thorndal, Armstrong, Delk, Balkenbush and Eisinger

Workers' Compensation Specialist

### Cannon Cochran Management Services, Inc.

Claims Consultant

### Associated Risk Management, Inc.

Lead Claims Examiner

Analysis of Workers' Compensation Claims – Formation of Determinations Pertaining to Claims According to NRS – Management of Claimant Medical Care – Written and Verbal Correspondence with Claimants, Doctors, Attorneys and State Agencies – Management of Benefit Payments

2007-2012

## State of Nevada Dept. of Corrections/Inmate Services

Accountant Technician II – Staff Management and Training – Maintenance of Financial Reporting – Control of AP/AR Functions – Approval and Development of Operating Procedures and NRS in Pertinence to Inmate Support – Management and Security of Inmate Phone System

2006-2007

## Carson Nugget

MIS – POS System Administration – Micros – FoodTrak and ACT Database Management – System Maintenance – Software and Hardware Troubleshooting – User Support – Management Reporting – Menu Design and Updates

2003-2006

## Employers Insurance Company Of Nevada

Accounts Payable Manager – Accountant Technician II – Contract Maintenance – Invoice Payment – Clerk Training – Administrative Check Processing – Account Reconciliation – Supervision of A/P Department

1998-2000

## InSite Creations

Self-Employed – Internet Advertising and Design – Electronic Newsletter Delivery – Web Design/Consulting – Customer Relations – Merchant Account Maintenance – A/P – A/R

1996-2003

## Vinyl Products Manufacturing, Inc.

Traffic Manager – Administration of Inventory Process – Contract Negotiations with Carriers – Scheduling – Purchasing – Development and Implementation of Computer Inventory System – Product Costing – Mgmt. Reporting

1988-1996

## Sizzler

Manager – Supervision of Personnel – Hiring – Purchasing – Customer Relations – Payroll – Training – Performance Evaluation – Scheduling

1984-1988