

# Nikki Heffner

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## **Professional Summary**

Talented design professional with 10+ years design experience. Fully capable of creating outstanding print and web advertisements, corporate identity packages, and other marketing materials. Take pride in excellent customer service and dedication to the arts. Have utilized exceptional multi-tasking skills to complete different project elements simultaneously, ensuring all project deadlines were met. Excellent people skills and solid communication abilities. Seeking a position as a Graphic Designer where proven skills will be valuable assets to my employer.

## **Software Skills**

- Photoshop CS2/CS3/CS4
- Dreamweaver 8/CS3/CS4
- HTML, CSS
- Excel
- InDesign CS2/CS3/CS4
- Flash 8/CS3/CS4
- Paint Shop Pro XI
- PowerPoint
- Illustrator CS2/CS3/CS4
- 3ds Max 7
- Microsoft Office 03/07
- Publisher

## **Online Portfolio**

[www.heffner-designs.com/Web\\_Portfolio/index.htm](http://www.heffner-designs.com/Web_Portfolio/index.htm)

## **Freelance Design Experience, 1999-present**

**KC Siamese Rescue, 2001-2006**, [www.kcsiameserescue.org](http://www.kcsiameserescue.org)

**St. Ann's Early Childhood Learning Center, 2001-2004**, [www.heffner-designs.com/Web\\_Portfolio/](http://www.heffner-designs.com/Web_Portfolio/)  
(Web Design section; example of design skills)

**Arrowman, 2001**, [www.heffner-designs.com/Web\\_Portfolio/](http://www.heffner-designs.com/Web_Portfolio/)  
(Web Design section; example of design skills)

**Wings of Love, 1999-2002**, [www.heffner-designs.com/Web\\_Portfolio/](http://www.heffner-designs.com/Web_Portfolio/)  
(Web Design section; example of design skills)

**Global Montessori Academy, 1999-2004**

On all sites:

- Designed/redesigned all aspects of web sites, incorporating client's specifications
- Interacted closely with client to develop mock-ups
- Utilized Photoshop CS2 to create/edit all graphics for sites
- Planned HTML site coding in Dreamweaver, incorporating CSS styles

## **Additional Design Experience**

**Ancestors of Nikki Heffner and Brian Legacy**

- [www.heffner-designs.com/heffnerlegacy/](http://www.heffner-designs.com/heffnerlegacy/)
- [www.heffner-designs.com/brianlegacy/](http://www.heffner-designs.com/brianlegacy/)
- Personal genealogy sites utilizing modified php-based database template
- Customized color scheme
- Edited and retouched family photos for site using Photoshop
- Adapted CSS styles for site to new color scheme in Dreamweaver

## **Employment**

**U.S. Dept. of HUD**, Kansas City, MO:

- *Program Assistant*, May 1991 – October 2008
  - Assisted Single Family, then Program Support Division including East/South/West/Ops teams in daily administrative duties
- *Web Tech./Program Asst.* (before outsourcing) 1998-2001:
  - Completed 60+ Kansas HUD office web site templates within technical specs in less than two months, including finding and editing graphics for every page
  - Developed streamlined process to deliver HUD newsletter to customers via email, virtually eliminating mailing costs and saving the government approximately \$40,000 and reducing unnecessary expenses
  - Performed professional, artistic, technical work in the communication of information and ideas through visual and online media
  - Evaluated and interpreted ideas for a project
  - Created visual materials (brochures, newsletters, certificates, banners, flyers, et al) for use by Community Builders and other office personnel

## **Education**

**Bachelor of Fine Arts: Visual Communication/Digital Design, April 2008**

AIU, Hoffman Estates, IL

- Summa Cum Laude, GPA 4.0

## **Professional Groups**

- Member of Digital Dimensions of Kansas City, a Kansas City metropolitan photographic society and camera club.
- Member of Women Photographers of Kansas City 1990-1995. Exhibited photographs in juried and non-juried exhibits in Kansas City.