

Jenna Dixon

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WORK

Book design and project management | 1991 to present

Design book interiors and covers. Project management, from manuscript to finished books: manage editing, design, composition, proofing, indexing, and print buying for publishers, nonprofits, self-publishers.

Graphic design | 2005 to present

Print and web work for Upper Valley businesses and organizations. Logo and identity development for startups.

Web strategy consulting | 2005 to present

Help small businesses and nonprofits make the best use of web investments. Social web strategy. SEO strategy. Site architecture and maintenance.

Graphic designer | Tally Systems Corp.

2002–05. Lebanon, New Hampshire. Design and production of all collateral, including print and electronic communications, email newsletters, and show signage and tshots. Contributed to website and software user interface design. Technical support for colleagues.

Executive director | Vermont Book Professionals Association

1998–2001. Carried out planning and presentation of organization activities including member events, board meetings, and annual awards program; designed, edited, and produced member newsletter; managed members' email list; maintained database of membership.

Production editor | Kumarian Press

1989–91. Responsible for book design and production, author liaison. Oversight of copyeditors, designers, typesetters, proofreaders.
1987–89. Assistant to the President, Marketing. Responsibilities included mailing list database management and collateral design and production.

Editor/designer | Midwest Publications

1986–87. Pacific Grove, California. Responsible for taking mss through finished pages, including editing and layout, on Macs at the dawn of time.

English teacher | Kunming Institute of Technology

1984–85. Kunming, China. One of six Americans teaching at a university in southwest China. Students included college-aged and older adults. Responsible for curriculum development and materials selection.

Faculty, German Dept. | Putney School

1981–83. Putney, Vermont. Developed and conducted all courses for high-school German students. Supervised dorm life for senior girls. Coached softball, taught swimming.

Technical illustrator | Gutenberg University

1979–80, Mainz, West Germany. Physics Department.

EDUCATION

Masters of Public Administration in Development Management. Monterey Institute of International Studies, Monterey, California, 1987.

Bachelor of Arts, cum laude. Dartmouth College, Hanover, New Hampshire, 1981.

Geography, minor in German. Junior year in Mainz, West Germany. Varsity swim team. DOC summer trail crew.

SOFTWARE

MACINTOSH. InDesign, Quark. Photoshop, Illustrator, Acrobat. Word, Excel, Powerpoint. Filemaker. Coda, Espresso, Dreamweaver. Google Apps. Web apps.

WINDOWS. Outlook, Word, Excel, Powerpoint. Photoshop, Dreamweaver, Homesite.

ACTIVITIES

Board member, Vermont Book Professionals Association, 1996–98; Upper Valley Food Coop, 2002–05

Participant, Keeping Track

Long-term CSA subscriber

PADI/NAUI scuba diver

Photography

Tai chi