



JEFF MITCHELL

248.763.9059
www.jeffmitch.com

Education:

- University of Detroit Mercy** Detroit, MI May 2009
School of Architecture
Bachelor of Arts, Digital Media Studies - (Liberal Arts Concentration in Communication Studies)
Graduated Summa Cum Laude
- Southfield Christian High School** Southfield, MI June 2004
College Preparation

Experience:

- Ward Evangelical Presbyterian Church** Northville, MI (June 2009-Present)
Director of Communications
Directed communications efforts for the church (3k+ members). Developed and lead volunteer teams.
Was the webmaster of the Church's websites. Created new website and formulated a new communications strategy.
- University of Detroit Mercy** Detroit, MI (Oct. 2008-Present)
Department of Intercollegiate Athletics
Graphic Designer / Marketing Assistant
Responsible for designing print, video, and web based materials for the department. Also assisted on marketing plans.
- Sussman/Sikes Marketing and Advertising** Southfield, MI (May 2009-August 2009)
Freelance Graphic Designer / Web Designer
Worked with Flash and HTML website projects for the agency's clients both on-site and remotely.
- Freelance Graphic Design** Farmington Hills, MI (2003-Present)
Graphic Designer / Web Designer
Maintained a client base for which various print and web materials were produced.
- Enterprise Rent-A-Car** Farmington Hills, MI (Aug. 2005-May 2009)
Regional/Group Corporate Headquarters
Transportation Specialist
Responsible for transporting vehicles, titles, and checks to dealers, auctions, and branches.
- University of Detroit Mercy** Detroit, MI (Sept. 2006-Oct. 2007)
Department of Intercollegiate Athletics
Athletics Marketing Intern
Responsible for creation of flyers and posters.
- Ever-Flex, Inc.** Taylor, MI (Summer 2003, Summer 2004)
Information Technology Assistant
Managed a digital document archival system of customer data and designed custom graphics for top covers.

Tools & Interests:

Mac OS X, Microsoft Windows, HTML, CSS, Final Cut Pro, Adobe Creative Suite 3, Microsoft Office Suite.

Twitter, Facebook, Google, Forums, Listening to Music, Playing Music (I play 4 instruments), Apple (MacBook Pro & iPhone FTW), Sports, Marketing, Instant Messaging, Wikipedia, Advertising, Being a Collegiate Mascot (what?!), Cars, Texting, Branding.

Jeffrey R. Mitchell
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