



 **Oak Harbor, WA**

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## SKILLS

### DESIGN & CREATIVE

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign  
Typography  
Branding & Identity  
Layout Design  
Digital Illustration  
Color Theory  
Presentation Design

### TECHNICAL & ADMINISTRATIVE

Microsoft Office  
Google Suite  
Records Management  
Document Formatting  
Data Entry  
Digital File Organization

### PROFESSIONAL

Customer Service  
Project Coordination  
Quality Assurance  
Written Communication  
Time Management  
Leadership

## CERTIFICATIONS

**Secret Security Clearance**  
*Inactive. Sponsorship required for renewal.*

**Lean Six Sigma Yellow Belt**

# Jennifer Watson

## GRAPHIC DESIGNER

## PROFESSIONAL SUMMARY

Detail-oriented graphic designer with a strong foundation in visual communication, branding, and layout design. Brings extensive administrative and workflow management experience from civilian and military roles, with proven strengths in precision, organization, and quality control.

## EDUCATION

### Bachelor of Science in Graphic Design

Rasmussen University • Graduated September 2026

### High School Diploma

Trinity High School, Euless, Texas • Graduated May 2006

## PROFESSIONAL EXPERIENCE

### Administrative Clerk — Virtual Computing Technology • 2021–2022

- Contracted to Fleet Air Reconnaissance One (VQ-1) at NAS Whidbey Island
- Ensured accuracy and compliance while preparing and formatting official documentation and personnel packages.
- Guided users through required forms with clear, organized communication.
- Managed digital and physical records with strong attention to detail and structured organization.
- Performed formatting, data entry, and quality control to maintain consistent, high standard workflows.

### Military Experience — United States Navy

#### Yeoman / Administrative Specialist

Reserves • 2018-2021

- Prepared executive level correspondence and reports with strict formatting accuracy and professional visual structure.
- Managed digital records and documentation systems with high attention to detail and organization.
- Reviewed and edited personnel documents for clarity, consistency, and compliance.
- Coordinated multi step administrative workflows and deadlines, ensuring smooth, efficient processes.

#### Aviation Ground Support Equipment Technician — Active Duty • 2008-2018

- Interpreted technical manuals and schematics, strengthening spatial reasoning and structured visual communication.
- Performed detailed quality assurance inspections with a strong focus on consistency and precision.
- Maintained accurate documentation and logs following strict formatting and compliance standards.
- Streamlined workflows and trained personnel, reinforcing clarity, organization, and process efficiency.