

# Jennifer Horab

9115 Bristow Woods Ct., Nokesville, VA 20181  
(703) 863-5991

jennifer.horab@gmail.com  
www.jenniferhorab.com (portfolio)

## Summary of Qualifications

- Web site design, development and maintenance. Create and modify websites to develop appealing user interfaces through design techniques that simplify and focus site pages.
- Excellent written and oral communication skills. Background as a journalist and tour guide; trained in leveraging mixed media formats to effectively convey content. Positive audience feedback.
- Organizational development and task management. Founding member of a fraternity chapter and organizer of philanthropic events. Prioritized and managed multiple tasks in fast-paced environments. Successfully served high volumes of customers, error- and complaint-free.
- Team player with self-motivation and independent thinking. Experienced in working in teams of mentors and guides and of students. Partnered with incoming and junior students as their advisor and coach. Facilitator in team-building activities and team lead on design and academic projects.

## Technical Skills

- Adobe Creative Suite: Photoshop, Illustrator, Dreamweaver, InDesign
- Web: HTML 5, CSS 3, WordPress, Responsive Design
- Human Resources Software: Ascentis HR Office, CRG emPerform, Silkroad: RedCarpet, OpenHire
- Other: JavaScript, PHP, MySQL, Microsoft Office

## Education

BA, Media Arts and Design (SMAD) with a concentration in converged digital media

James Madison University (JMU), Harrisonburg, VA

May 2013

Specialized education in the creation and delivery of content via multiple media formats such as text, images, audio, video and interactive websites. One senior project was the development a website with enhanced readability across a number of devices, browsers, and operating system platforms. Another project was the creation of a magazine-style app for the iPad using my portfolio as a proof of concept.

Multimedia Journalism Study Abroad Program, Urbino, Italy

June - July 2012

Worked with Pulitzer Prize-winning writers and photographers to write a feature on the local police. Contributed to an award-winning multimedia journalism website.

First Year Orientation Guide, JMU

August 2010

Advised and mentored first-year students to ease their transition into college academics and life.

## Work Experience

Human Resources Department, CALIBRE Systems, Inc., Alexandria, VA

July 2014 – Present

Human Resources Specialist

July 2015 – Present

Serves as the Corporate Sponsor for new employees, responsible for coordinating in-processing and the New Employee Orientation for new employees. Responsible for maintaining CALIBRE's on-boarding portal, RedCarpet. Facilitates New Employee Announcements and Welcome and Departure memos. Processes Spot Bonuses. Facilitates the 90 Day Evaluation process and assists with Annual Performance Evaluations. Responsible for coordinating the semi-annual CALIBRE Renewal Team Meeting and maintaining meeting minutes. Processes departures and coordinates out-processing with departing employees.

Human Resources Assistant

January 2015 – July 2015

Scheduled and coordinated interviews for hiring managers. Assisted recruiters with creating offer packets and scheduling final offer interviews. Conducted education and reference checks for new employees. Kept the file room neat and up-to-date. Monitored the help desk and responded to questions. Ordered flowers for employees and sent announcements. Created job folders. Assisted members of the HR team. Various other tasks as assigned.

Human Resources Department, CALIBRE Systems, Inc., Alexandria, VA July 2014 – Present  
Human Resources Intern July 2012 - January 2013, July 2014 – December 2014  
Conducted education and reference checks for new employees. Kept the file room neat and up-to-date.  
Monitored the help desk and responded to questions. Ordered flowers for employees and sent  
announcements. Created job folders. Assisted members of the HR team. Various other tasks as assigned.

Under Armour, Woodbridge, VA November 2013 – March 2015  
Sales Associate

Uncle Julio's Rio Grande Cafe, Woodbridge, VA May 2011 - August 2011  
Cracker Barrel, Dumfries, VA May 2010 - August 2010  
Server

Achieved service quality that built and sustained regularly repeating customers.