



JEFFERY M. BYRNE

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● CAREER STRENGTHS

Experience in providing clients with a variety of creative marketing/communication solutions in a clear, concise, and visually effective manner.

● EDUCATION

B.F.A./Graphic Design Degree, Grand Valley State University, Allendale, MI
Associate Degree in Arts, Community College, Grand Rapids, MI
Catholic Central High School, Grand Rapids, MI

● PROFESSIONAL EXPERIENCE

● **Manager of Corporate Communications (06/96-Present)**

Hope Network, Grand Rapids, MI

Responsible for providing creative marketing/communication solutions to Hope Network and affiliate agencies. Specific responsibilities include the continued development and maintenance of the Hope Network corporate identity and all aspects of its implementation in collateral such as annual reports, brochures, newsletters, logos, letterhead, advertisements, corporate web site, and trade show displays. Also responsible for supporting the Hope Network Development Office in fund-raising endeavors and special events. Proficient in both Mac and PC based environments using popular graphics software and Microsoft Office Suite.

● PREVIOUS EMPLOYMENT

● **Guest Service Representative and Cashier (12/95-06/96)**

Meijer, Inc., Grand Rapids, MI

Responsible for friendly customer service and accurate handling of money in a fast paced work environment. Duties include cashiering, returns and exchanges, U.S. Postal Service, U.P.S. shipping, check cashing, and utility payments.

● **Benefits Representative (01/95-10/95)**

Travelers/MetraHealth Insurance Company, Cascade, MI

Responsible for timely and accurate processing of health insurance claims in a large volume environment. Also responsible for polite and accurate customer service assistance for both providers and group employees.

● ACTIVITIES, INTERESTS & ADDITIONAL TRAINING

Reading, Technology, Music, Theater, Arts, World Events

Vice President, Wyoming Chamber of Commerce Internet Committee (01/98-05/99)

Chairperson of Hope Network Web Site Design Committee

Completed University of Illinois online HTML course

Attended 2001 HOW Design Conference in San Francisco