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 <https://www.jadesmoot.com/>



# Jade Smoot

Visual Designer

## SKILLS

- Consistency & Communication
- Quick Learning
- Teamwork & Problem-Solving
- Attention to Details
- Organization & Planning
- Adobe (Indesign, Photoshop, Illustrator, and After Effects)
- Typography Skills
- Basic Photography Skills
- Generative AI
- Social Media Management
- Data Storytelling
- Infographics
- Layout Design
- Easily Adaptable
- Time Management
- Customer Service

## PROFILE

Greetings! I am Jade Smoot, a Graphic Designer from North Port, Florida. To describe myself, I am easygoing, open-minded, patient, reserved, creative, ambitious, and determined. I seek a job that provides a flexible schedule and comfortable work environment, ensures care for worker's concerns, builds a sense of inclusivity and teamwork, and strives for improvement and growth through creative feedback. I look forward to expanding my horizons and my skills.

## EDUCATION

Aug '22 - Present

### Pursuing Bachelor of Science in Graphic Design

Florida Agricultural & Mechanical University | Tallahassee, FL

## INTERNSHIPS

### Graphic Design Intern

Jan '24 - Apr '24

FAMU College of Education | GORE Education, Tallahassee, FL

*I worked on the third floor in the Center for Academic Success, where I completed graphic and journalism-based projects, interviewed faculty and students to feature in the school's recognition articles titled "Monday Wishes."*

Objectives:

- Interview faculty and students about current school events or programs
- Create graphic flyers or posters
- Publish a recognition article each week about select faculty members and students

### Graphic Design Micro-Internship

Mar 11, '24 - Mar 29, '24

FAMU College of Education | GORE Education, Tallahassee, FL

*I worked on the third floor in the Department of Secondary Education, where I designed graphic advertisements for the Fabrication Lab and organized the attendance spreadsheets for the Fab-Lab Grand Opening event.*

Objectives:




- Suggest creative ideas and apply these edits on pre-existing graphic deliverables
- Create graphic flyers, banners, and posters
- Organize the attendance spreadsheets for the Fabrication Lab event

### Graphic Design Intern

Sep 9, '24 - Nov 15, '24

FAMU Division of Audit | Foote-Hilyer Administration, Tallahassee, FL

*I worked on the ground floor, where I designed engaging, creative, and informative layouts and graphics for the Division of Audit.*

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# Jade Smoot

## Visual Designer

## CERTIFICATIONS

- Certificate of Completion, “Create Compelling Job Application Materials” Workshop with the Adobe Creative Skills Series
- Adobe Creative Skills Badge: Data Storytelling
- Adobe Creative Skills Badge: Product Pitches Using Generative AI
- Adobe Creative Skills Badge: Intro to Generative AI

### Objectives:

- Design quarterly newsletters/magazines for the Division of Audit
- Create quarterly calendars for important events, staff meetings, and personal tasks
- Fulfill other duties that arise alongside my graphic projects

### Graphic Design Intern

Jan 27, '25 - Aug 1, '25

FAMU Office of Enterprise Risk Management | Foote-Hilyer Administration, Tallahassee, FL

*I worked on the ground floor, where I managed and created interesting and informative social media posts, infographics, and flyers.*

### Objectives:

- Design infographic flyers and graphics for ERM Awareness Month
- Manage and create graphics for the ERM LinkedIn social media page
- Design mock flyer layouts for ‘The Venom’ newsletter
- Curate caption prompts and verbiage for social media posts for the ERM LinkedIn page

## WORK EXPERIENCE

### Retail Sales Associate

Mar 21, '22 - Mar 14, '26

LBrands, Victoria's Secret | USA

### Objectives:

- Deliver the customer service experience by greeting customers with urgency and friendliness while meeting their needs
- Ensure a speedy transaction and positive interaction at checkout
- Recover the sales floor and provide effective product demos
- Organize the backroom by processing, sorting, and pushing shipment items to the floor
- Stocking overflow of apparel, beauty, and other merchandise in the backroom in an organized manner

## LEADERSHIP & COMMUNITY INVOLVEMENT

U-Design Club | FAMU School of Journalism & Graphic Communications, Tallahassee FL

Sep '23 - May '24

*An organization made by and for graphic design students to network, indulge in creative contests, gain project feedback, fundraise, and get tutoring.*

Journey Magazine | FAMU School of Journalism & Graphic Communications, Tallahassee FL

Sep 11, '25 - Dec 5, '25

*Journey Magazine is produced by students at FAMU, showcasing emerging voices in media and visual storytelling.*