

Jocelyn Suzanne Hoey  
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*Mac and PC, Newsletters, Social Media Marketing  
Microsoft Office, Adobe Creative Suite, Wordpress,*

### *Work Experience:*

#### Freelance Graphic Design / Marketing

Bella Blue Designs, Maple Falls, WA

January 2019 – Present

Remote work from Maple Falls as a contractor primarily for a hot springs retreat center in Northern California. Create and maintain printed guest handout materials, brochures, business cards, catalogs, WordPress website maintenance, social media posts and monthly newsletters with a contact list of 25,000. Other projects include my retail greeting card and art business focusing on nature scenery from Whatcom County.

#### Publications Manager / Graphic Designer

Harbin Hot Springs, Middletown, CA

April 2014 – December 2018

Design and production of guest handouts, maps, kiosks, signage, monthly newsletters, event invitations, flyers, brochures, fundraising materials, photo archiving. Website maintenance for harbin.org and harbinschoolofhealingarts.org (now closed). Harbin burned in the Valley fire in September 2015 and is currently rebuilding.

#### Receptionist

Harbin Hot Springs, Middletown, CA

April 2013 – April 2014

Greeted and checked in guests to a large hot springs retreat center with over one hundred hotel rooms and three conferences centers, private cabins and a campground. Duties included phone operator for reservations, front desk receptionist, bookstore sales and guest services.

#### Graphic Designer

Santa Cruz Sentinel – Santa Cruz, CA

August 2007 – May 2010

Design and production of print and web ads for a daily newspaper and for a quarterly magazine for Santa Cruz County CA real estate companies, auto dealerships, grocery stores and retail businesses. Collaborated with the sales representative to create successful ads for businesses.

#### Marketing Director

Sherman & Boone Real Estate – Capitola, CA

August 2005 – August 2007

Marketing of real estate properties for over 30 agents in both the residential and commercial departments. Website and MLS updates, property sales flyers, property photo retouching, e-mail blasts, postcards and promotional mailers as well as answering phones for the commercial division.

#### Production Artist

Graff Advertising – Redwood City, CA

August 1998 – August 2000

Print and website production art, graphic design, press checks. Interactive PDF presentations, trade show booth design and mockups, photoshop renderings.

### Education:

Climate Reality Leadership Training – Denver, CO 2016

Building Blox Fundraising Training – San Francisco, CA 2017

Humboldt State University – Arcata, CA 1988-1993 – Anthropology / Native American Studies