**Jessica E. Steinke**

(920) 254-7630C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gife-mail: [jessicaellen33@yahoo.com](mailto:jessicaellen33@yahoo.com) C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif2430 South 8th StreetC:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gifSheboygan, WI 53081

**Skills**

* Designed business cards & Sign
* Took measurements, conducted fittings, kept records and worked with deadlines.
* Tailored wedding dresses, brides maid dresses, mothers dresses, children’s dresses and tuxedos for men
* Customized alterations on all types of clothing & Maintained a professional persona
* Manufactured furniture for doctors, hospitals and clinics
* Was the fastest most proficient sewer
* Sewed, measured, cut, packaged, glued, upholstered and followed
* Adobe Suite CS5-Photoshop, Illustrator, In Design, Dreamweaver
* Web Design Fundamentals
* Desktop Publishing (Quark)
* Keyboarding
* Microsoft Word, Access, Excel, PowerPoint
* Document Formatting
* Internet/E-Mail
* Blueprints to produce furniture
* Worked independently and as a team to solve problems
* Performed changeovers for different orders
* Inspected parts, prepared for shipping, labeled parts and skids, accurately completed paperwork
* Made aluminum oil pan castings for engines
* Ensured that product met customer specifications
* Ran a variety of machines, such as mills, water leek check devices and blasting machine Molded vinyl mats, Programmed water-cut robots and ran ovens
* Maintained accuracy while working at a rapid pace
* Former John Michael Kohler Arts Center Member
* Former Member of YMCA
* Completed responsible beverage course and at LTC College
* Supervision experience
* Logos, Painting, drawing, sewing, art & crafter

**Education**

**Current student at Lakeshore Technical College** C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif **Cleveland & Sheboygan campuses**

**Associates’ degree in applied science in graphic arts program-Expected in May 2013**

**Real Estate Law C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif certificate of completion C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif 2004**

**Elkhart Lake-Glenblulah High School C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif Elkhart Lake, WI C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif 1996**

**Work Experience**

**Art Imigs’C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif** Sheboygan, WIC:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif October2012-currentC:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif **Seamstress**

**Enchanted Bridal & Custom Alterations C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif** Sheboygan, WI C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif July 2012-currnt C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif **Seamstress**

**Nemshoff/Herman Miller Chairs Inc. C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif** Sheboygan, WI C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif 2005-2010 C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif **sewer**

**Trudy’s bridal & tuxedos C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif** Sheboygan, WI C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif 2001-2003 **C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif Seamstress**

**Lear Corporation** C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif Sheboygan, WI C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif 1999-2001 C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif **mats operator**

**JL French Corporation C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif** Sheboygan, WI C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif 1997-1999 C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gif **second operations**

**References**

*C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gifKathy McMasters*

Teammate at Nemshoff Chairs

(920) 783-6039

*C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gifChris Schmidt*

Teammate at Nemshoff Chairs

(920) 226-1640

*C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21306_.gifHeather burns*

*Owner of enchanted Bridal*

*(920) 889-0798*

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