

OBJECTIVE

I'm looking for a job that will allow me to exercise and expand my design skills in a creative and open environment.

EDUCATION

1997-2000:
Susquehanna University
Selinsgrove, PA
B.A. in Writing
Final GPA: 3.95/4.0

2000-2002:
The Ohio State University
Began M.A. in Writing

2002-2003:
Boston University
Completed **M.A. in Writing**

2005-2008:
Boston University
M.F.A in Graphic Design

EMPLOYMENT

1998-2000: **Editor**
The Susquehanna Review Literary Magazine
Reviewed and selected submissions, designed cover and page layout, selected and organized staff, coordinated publication, supervised printing.

2001-2002: **Editorial Staff**
The Journal (Ohio State's literary magazine)
Reviewed and rated "slush" (unsolicited submissions); proofread final copy for publication.

2002-2009: **Department Administrator**
Boston University Astronomy Department
Maintained department finances, coordinated graduate student admission and financial aid, planned and managed all departmental events.

2002-2003: **Production Assistant**
AGNI Literary Magazine, Boston, MA
Proofread and formatted copy, designed and produced print ads and postcards, coordinated with authors.

2003: **Instructor**
Introduction to Creative Writing
Taught introductory writing class: selected texts, wrote syllabus, created exercises, ran workshops.

2005: **Design Intern**
Da Capo Press, Cambridge, MA
Worked with the Creative Director to design and produce covers/jackets, interior page layouts, and advertising materials for Da Capo titles, producing print-ready Quark and .pdf files.

2006: **Student Design Intern**
BrassRing Inc., Waltham, MA
Completed multi-page look-and-feel redesign of BrassRing's online User Resource Center; designed a new series of full-page print ads.

2008-2009: **Graphic Designer**
Explorica, Inc., Boston, MA
Worked with a design team to produce all online and print marketing materials for Explorica, a student travel company. Completed from-scratch website redesign and company-wide rebranding, including the development of a new creative strategy and style guide. Designed and supervised prepress and printing of biannual tour catalogs, including photo selection and editing; directed brochure shoot.

2009 - present: **Graphic Designer**
UpToDate, Inc., Waltham, MA
At UpToDate, I create informational graphics and edit photography for a medical database system used worldwide by doctors at point-of-care. Recently, I designed mockups and conducted testing for a new "graphics search" feature currently in beta.

FREELANCE PROJECTS

Designed posters for student theater productions of *All in the Timing*, *As You Like It*, and *Macbeth*

Designed covers for student chapbooks *The Monster and Me* and *Sky Poems*

Designed cover for student writers' organization magazine *First Words*

Ran photo shoot, chose cover and interior photos, designed cover and interior layout, and managed printing of four separate Annual Reports for the Boston University Astronomy Department

Published master's thesis, a collection of poetry titled *Archaeology*

Designed, coded to standards compliance, tested, and maintained website for the Boston University Center for Integrated Space Weather Modeling

Designed various brochures, flyers, and other print materials for Roger Williams University, the BU Learning Research Network, and the Center for Nanoscience and Nanobiotechnology

Created logo and website for EMMREM, a NASA-funded study, and PROSTARS, part of BU's Learning Research Network

Designed and coded website for Body Rejuvenations, a local salon.

Designed logo for Boutica Tours, a Costa-Rica based tour operator

Designed website look-and-feel for Christ the King church, Dorchester, MA

Created logo and business card design for *Make Great Websites*, an independent consulting service based in Boston

Designed and coded a website for the Dravet Syndrome Foundation, a non-profit based in Monroe, CT (*pro bono*)

Designed/prepped for print a plethora of monograms, save-the-dates, invitations, etc. for four different weddings

SOFTWARE MAC Adobe Suite: Illustrator, Photoshop, InDesign, Bridge, Fireworks, Soundbooth, Dreamweaver, Flash; Quark, Office. HTML-/CSS-savvy.

HONORS/AWARDS Susquehanna University: Valedictorian Scholarship, Music Performance Grant

Ohio State University: Presidential Fellowship, Associated Writing Programs Intro Award

Design: Travel Weekly Magellan Awards Gold Winner, Interactive Media Awards Best in Class, American Design Awards 3rd place winner

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