

BAHADIR KAVLAKLI

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STRENGTHS & SKILLS

- Highly organized and self motivated with a professional manner
- Able to work under pressure and multi task to meet tight deadlines
- Able to come up with creative and cutting edge solutions
- Expert in current applications including Adobe PhotoShop, Bridge, ImageReady, Illustrator, InDesign, Dreamweaver, Captivate, Acrobat Pro, Premier, Oxygen XML Editor, Drupal, QuarkXpress, Microsoft Word, Excel, PowerPoint, Abbyy FineReader, FileMaker Pro, Apple iWeb, iPhoto, iMovie, iDVD, WavePad, Cyberduck and Fetch ftp
- Able to edit and write basic HTML and CSS codes
- Advanced typography and color theory training and skills
- Pre-press file preparation and print production experience
- Expert knowledge in traditional, digital cameras and scanners
- Advanced knowledge in traditional and digital large format printing
- Experience updating computer hardware and software
- Proficient in both Macintosh and PC platforms
- Flexible and always on time

EXPERIENCE

BOSTON PUBLIC LIBRARY

JUNE 2009 – PRESENT

Digital Imaging Production Assistant (Part-time)

- Register and track BPL collection materials brought to studio for digitization
- Digitally reformat items from the collections of the BPL using the most appropriate hardware devices, software applications, and imaging techniques available in the digital imaging studio
- Perform post-capture image processing such as cropping, rotating, global color corrections as part of pre-ingest activities
- Adhere to strict quality control guidelines, standards, and workflows assuring the long-term versatility and sustainability of digital image assets
- Monitor and maintain routine calibrations and preference settings on monitors, input devices, and software applications
- Assure proper naming and placement of image files within local and institutional network structures
- Transcribe metadata into spreadsheets and databases

MIT CAVS

FEBRUARY – MAY 2010

Internship (60 hrs.)

Supervisor: Jennifer Friedman, Collections Manager and Public Services Librarian, Rotch Library of Architecture and Planning

- Transcribe Item Level documents into spreadsheets for Finding Aids
- Rescue and document molded items from other location and create an inventory of each item
- Transcribe metadata into spreadsheets and databases
- Assist Curators with their research

EVANS ART STUDIO

OCTOBER 2003 – PRESENT

Freelance Graphic Designer/Webmaster

- Design artist web site (<http://www.evansartstudio.com>)
- Scan and color correct artists' slides and transparencies for artists' web site and archiving
- Update and maintain web site images and information
- Research and update keyword metatags to help web site rank higher in search engines
- Create promotional CD-ROM for artist Carolyn Evans

Freelance Photographer

- **JOHN ADAMS EXHIBITION PROJECT:** Digitally capture 21 exhibition cases; assure that all image files meet technical qualification and name files in accordance with John Adams Library file-naming scheme
- **ICDL PROJECT:** Digitally image no less than 5000 pages from the Jordan Collection tracts selected for submission to the International Children's Digital Library (ICDL) (<http://icdlbooks.org/>)
 - Create and process images according to ICDL technical image standards (<http://icdlbooks.org/contribute/scanning.shtml>)
 - Name files in accordance with ICDL file-naming schema
 - Conduct quality control reviews to assure that all image files meet technical benchmarks set by ICDL and BPL Digital Library

BOSTON PHOTO IMAGING**MAY 2001 – FEB. 2007***Senior Graphic Designer and Studio Photographer*

- Design company web site and upload information (<http://www.bostonphoto.com>)
- Design and print business cards, brochures, trade show banners and ads for Boston Photo Imaging
- Design and print client promotional posters and business cards
- Design and print various types of invitations
- Shoot traditional and digital large format studio photography for artists, libraries, private collections and universities
- Maintain digital archives for Boston public and private libraries
- Manage image archive retrieval and preparation for e-mailing to national and international Boston Public Library clients
- Convert digital files to slides
- Scan, color correct and prepare artist work for reproduction
- Create Photoshop actions to master files for web use
- Prep and press dye sublimation on tiles, coasters, mugs and T-shirts
- Assist photographer on location photo shoots
- Update computer hardware and software
- Maintain in-house inventory
- Mount and frame artwork reproductions

EDUCATION**SIMMONS COLLEGE**

MLS Archive Concentration, 2013

LESLEY UNIVERSITY – A.I.B.

BFA Graphic Design, 2000

ART INSTITUTE OF BOSTON

BFA Photography, 1997

