

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 for design problems
- Expert in current applications including Adobe PhotoShop, Bridge, ImageReady, Illustrator, Dreamweaver, InDesign, Acrobat, Premier, QuarkXpress, Microsoft Word, Excel, PowerPoint, Apple iWeb, iPhoto, iMovieHD, iDVD, and Fetch ftp
- Advanced typography and color theory training and skills
- Pre-press file preparation and print production experience
- Expert knowledge in traditional and 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

SolSolution

March 2008 – present

Freelance Graphic Designer/Webmaster

- Design company web site and upload information (<http://www.sol-solution.org>)
- Design company logo, business cards, brochure, poster, banner and flyer
- Update and maintain web site images and information
- Research and update keyword metatags to help web site rank higher in search engines

MIT EcoExpo

February 2008 – present

Freelance Graphic Designer/Webmaster

- Design MIT sustainability showcase web site (<http://web.mit.edu/sfsgs/ecoexpo>)
- Design showcase logo, postcards, digital slides, poster and flyers
- Update and maintain web site images and information
- Research and update keyword metatags to help web site rank higher in search engines
- Attend weekly meetings

SigmaSoft Inc.

August 2007 – present

Freelance Graphic Designer/Webmaster

- Design company web site and upload information (<http://www.sigmasoftconsulting.net>)
- Design company logo
- Update and maintain web site images and information
- Research and update keyword metatags to help web site rank higher in search engines

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

Boston Public Library - ICDL Project

April/June 2007

Contract Digital Photographer

- Digitally image over 12,000 pages from BPL Jordan Collection tracts selected for submission to the International Children's Digital Library (ICDL) (<http://icdlbooks.org/>)
- Create and process aforementioned images according to ICDL technical image standards (<http://icdlbooks.org/contribute/scanning.shtml>)
- Process and arrange image files as one page per file, one complete book per directory
- Name files in accordance with ICDL file-naming schema
- Conduct quality control reviews to assure that all image files are organized into proper consecutive order as arranged in the original. Conduct quality control reviews to assure that all image files meet technical benchmarks set by ICD and BPL Digital Library



Boston Photo Imaging

May 2001 – February 2007

Senior Graphic Designer and Studio Photographer

- 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

Double Decker Studios Inc.

Winter, 2000

Internship, Web Designer and Assistant for Art Director

- Participated in developing concepts and designs for the new Double Decker Studios website
- Assisted Art Director with web design usability research

Gates&Bridges Co.

January/December 1999

Freelance Graphic Designer

- Designed corporate identity, company business cards, catalogue, customer sheets, order sheets and trade show banners
- Designed company logo and information tags for company product
- Hired illustrator and maintained budget for company catalog project
- Prepared files for pre-press

Children's Hospital, Multi-Media Services November 1998 – April 1999

Part-time Multimedia Specialist

- Designed brochures for various hospital departments
- Created and printed patient data sheets with digitized imagery
- Digitized hospital X-ray and DNA films
- Created graphs and images for research publications
- Created PowerPoint presentations for hospital doctors lectures
- Assisted hospital photographer; worked with Public Affairs, hospital doctors and patient research photography

education

- A.I.B. @ Lesley University, BFA Graphic Design, 2000
- The Art Institute of Boston, BFA Photography, 1997