

experience

7|2007–Present The Brearley School New York, NY
Graphic Designer and Communications Coordinator

Currently responsible for producing all communication materials for the entire school; grades K–12. Projects include publications, brochures, invitations, ads, folders, calendars, bookplates, annual reports, non-profit fund raising and campaign marketing materials. Commission photographers and direct all photo shoots. Participated in the school's 125th anniversary, where I led a team of 10 volunteer designers through a year-long celebration to produce materials for the various events. Developed a structured inventory system of all printed materials which avoids excess printing; introduced free software when applicable and took on the printing of smaller projects in-house. These efforts reduced costs for the school significantly.

3|2001–7|2007 Charter Financial Publishing Network Shrewsbury, NJ
Art director

Direct layout and production of various publications: *Financial Advisor magazine* (monthly), *Dow Jones Indexes* (bimonthly) and *Private Wealth* (bimonthly), and *RCI*, a monthly newsletter. Coordinated photo shoots and chose subject-specific artwork. Conception and design of high-impact ads for publications. Produced yearly supplements, surveys, and special sections. Created media kits used for marketing and sales. Constructed electronic newsletter, *FAnews*. Developed banners, signs and booth designs for company conferences. Played a key role in the design and production of reprints. Maintained company web site. Managed a team of interns and one assistant. Promotion from Assistant Art Director to Art Director 2003.

1|2005–6|2005 EDGE Magazine New York, NY
Senior Art director

Worked remotely with the publisher and editorial staff for three months on a freelance basis to create this bimonthly women's magazine. Responsibilities included layout, ad creation, production and photo selection.

9|2002–1|2003 Offshore Informational Publications Point Pleasant, NJ
Art director

Worked closely with the Managing Editor on the layout and production of *The Big Game Fishing Journal* (bimonthly). Handled all photos and art ranging from selection to scanning and retouching. Designed ads and maintained company web site.

6|2000–8|2000 Typehouse Easton, PA
Design Assistant

Assisted in all project design and production. Clients ranged from local schools and churches to American Express and Discover.

9|1998–12|2000 East Stroudsburg University Graphic Center East Stroudsburg, PA
Design Assistant

Worked closely with the Sr. Graphic Designer to learn about and assist in the design and production of various projects. These included campus posters, flyers, direct mail pieces, T-shirt designs, brochures, invitations, books and color printing for students.

education

East Stroudsburg University East Stroudsburg, PA
Bachelor of Arts in Fine Art; Minor in Media Communications and Technology

freelance clients

apparel

Strikeoff Design Online: T-shirt Designs

book publishing

The Cannon King's Daughter, by David Stroebel

communications

Atlantic Coast Communications Homdel NJ: Brochure

Nole TV Tallahassee FL: Rate Sheet

Premier Video Mailing Boca Raton FL: Logo, Business Cards, Brochure, Media Kit and Inserts

corporate

The Financial Information Group Red bank NJ: Logo, Postcards, Ads and Brochure

Financial News Inc. New York NY: Postcard and Ad

Best Agency USA Miami FL: Insurance Book

P.M.P Industries New York NY | South America: Logo Revision, Brochure and Business Cards

education

The Phoenix Curriculum New York NY: Ad

Adventure Teaching Korea: Ads, Business Cards, Brochures and Booklet

entertainment

The Pop Bag New York NY: Logo

Spa Party At Home Ocean NJ: Postcard

media

Oncewritten.Com Los Angeles CA: Logo, Web Site Redesigns, Brochure

Travelglitter.Com Los Angeles CA: Logo

CastingNewYork.com Red Bank NJ: Web banners and Postcard

weddings

Christine Sheridan Long Island NY: Save-The-Date Card

Kimberly Kopinski Panama City Beach FL: Wedding invitation

Elegant Beginnings Panama City Beach FL: Brochure

software skills

Photoshop, Illustrator, InDesign, Bridge, QuarkXPress, Microsoft Office, Dreamweaver MX, HTML