

EXPERIENCE 2005 – Present Freelance / Self Employed
Boston, MA

GRAPHIC / WEB DESIGNER

- Started and run a small graphic design firm creating web sites, print materials, graphics, logos and marketing/development solutions for hundreds of clients.

April 2009 – Present Boston Medical Center Development Office
Boston, MA

WEB PRODUCTION

- Used RedDot Content Management System by OpenText to build and populate pages for the new version of BMC's web site.
- Created custom HTML templates for specialty pages and edited HTML templates
- Organized, edited and optimized photo content for banners, doctor profiles etc.

Sept. 2008 – Present Boston University MET Marketing Office
Boston, MA

OFFICE ASSISTANT

- Daily web edits on 13 different websites our department constructed and maintained.
- Worked on creating and implementing new designs for several university web sites.
- Organized, edited and optimized photo content for banners, features etc.

Summer 2007 Boston University ESO
Boston, MA

ENROLLMENT SERVICES OPERATION (ESO) WORK STUDY

- Provided technical assistance to 7 University departments.
- Set up, repaired, and updated software and hardware on both laptop and desktop computers.
- Maintained and repaired other office technology including but not limited to printers, copy machines, scanners, fax machines, all-in-ones etc.

EDUCATION 2008-Present Boston University – College of Fine Arts
Boston, MA

- Pursuing Bachelors Degree in Fine Arts (BFA)
- Declared Graphic Design Major
- Intended Printmaking Minor

2003-2007 Fenway High School
Boston, MA

- High School Diploma
- Recipient of James V. Ross Award for Community Building

SKILLS

Programs & Technical Knowledge

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Dreamweaver
- Adobe Image Ready
- Adobe Flash
- Adobe Fireworks
- Adobe Go Live
- Microsoft Office (Word, Power Point, Excel, Publisher)
- Adobe Acrobat
- MindManager (by Mindjet)
- HTML / CSS Coding
- Spry HTML Widgets
- PHP Forms
- Some jQuery, JavaScript etc.
- Embeddable Content
- Animated GIF's
- Lighboxes / Galleries etc.
- Designing for Social Networking Profiles / Sites
- RedDot Content Management System (by OpenText)
- Some Flash / Actionscript

Creative & Strategic

- Drawing / Illustration / Comics
- Fine Arts / Painting / Printmaking
- Murals / Graffiti / Stencils
- Composition / Design
- Storyboard / Process / Layout
- Concepting / Rendering
- Site Mapping / Information Architecture
- Branding / Identity
- Standards & Procedures
- Styleguides & Design Specs.
- Production Organization / Management