

## professional experience

- 10/2002–present **Freelance Graphic Designer** — Providence, RI & Boston, MA  
Independent designer for clients ranging from small businesses & artists to institutions like Brown University & MIT. Design and build sites using liquid CSS that meet web standards of accessibility and client needs. Project management including creating site maps, scheduling, and coordinating vendors. Design logos and identity systems, brochures, mailers, and other print materials. Work with print vendors to ensure quality control.
- 06/2006–03/2007 **Women & Infant's Hospital** — Providence RI  
*Volunteer Knitting Instructor*  
Taught knitting and crocheting to high-risk obstetric patients. Worked with social workers and nurses to identify patients that would benefit from instruction. Designed patterns and organized materials and supplies, coordinated with other volunteers.
- 05/2004–03/2006 **Brown University MCB Department** — Providence, RI  
*Administrative Assistant*  
Act as web designer and developer for the department, including updating content for over 40 professors. Design, develop, and update lab sites for faculty. Provide administrative support for faculty courses and design and update WebCT sites. Provide administrative support for four faculty members. Order lab supplies for four labs, including balancing credit card statement and resolving order problems. Assist faculty and graduate students with the design and printing of materials for grant applications and submissions to scientific journals.
- 11/2003–04/2004 **Harvard University** — Cambridge, MA  
*Staff Assistant*  
Assisted the Director of Graduate Admissions for Division of Engineering and Applied Sciences. Responded to student email requests for information about the program. Organized and sorted bulk mailings for recruiting. Processed applications by creating a file system and generating applicant summary sheets. Assisted with preparation and arrangements for prospective student visits.
- 10/2002–08/2003 **Children's Hospital Boston** — Boston, MA  
*Administrative Associate*  
Designed and built a website for the department. Created graphics and brochures for programs within the division. Organized and sent out high volume mailings. Assisted in creating and revising clinic schedule for over forty doctors and nurses. Made appointments for patients and facilitated communication between their parents and physicians. Maintained and updated Access database of over 5,000 patients. Assisted physicians with grant submission materials.
- 08/2001–08/2002 **Boston College Media Technology Services** — Chestnut Hill, MA  
*Photographer's Assistant*  
Assisted in all aspects of photography and printmaking. Discussed project options with clients to determine how best to meet their needs. Set up and dismantled photo shoots. Processed black and white film and made prints. Edited scanned images, including density correction, color balance, and retouching. Set up traditional copy stand for large format prints. Mounted, cleaned and packaged slides for client use.

## education

**Rhode Island School of Design** — Providence, RI

Candidate for certification in Web Design and Development

Relevant Coursework: Fundamentals of Design, Typography I, and Print Design Studio I.

**Brown University** — Providence, RI

Staff Workshops given by Computer Information Systems

Designing Accessible Websites, Fireworks and Dreamweaver, Site Management with Dreamweaver,

Web Standards: XML and CSS, Introduction to Flash.

**Boston College** — Chestnut Hill, MA

BA in Studio Art, BS in Biology. Cum Laude. May 2002

Appointed Exhibition Coordinator for Fine Arts Society at Boston College. Advocated for student needs, the acquisition of exhibition space, and organized and hung student exhibitions. January 2001–May 2002

Designed, edited, and worked with local print shop to produce a full color catalog for the senior art exhibit.

## computer skills

**Applications:** Adobe Photoshop, Illustrator, and InDesign; Quark XPress; Dreamweaver, Fireworks, and Flash; Microsoft Word, Excel, Access, and Powerpoint

**Programming Languages:** HTML, PHP, & CSS