

## SKILLS

- Proficient in Photoshop, InDesign, Illustrator, HTML, CSS, Dreamweaver, PitStop Professional, MS Office, Flash, Quark, AdWatch, and Filemaker Pro
- Comfortable on both Mac and PC platforms
- Experienced in hands-on creative media including: mood boards, print-making, & photography

## CURRENT EMPLOYMENT

**STANFORD UNIVERSITY** | Stanford, CA 01.11 | Present  
**GRAPHIC ARTIST**

- Translates professors's notes to interactive online problem sets

**FREELANCE** | New York, NY – Bay Area, CA 06.09 | Present  
**GRAPHIC DESIGN · WEB · PHOTOSHOP · PRINT PRODUCTION**

- Clients range from individual artists to large corporations such as Random House, Inc.

## FORMER EXPERIENCE

**TINY PRINTS** | Mountain View, CA 12.09 | 08.10  
**MERCHANDISING DESIGN MANAGER**

- Created callouts for external designers and freelancers based on sales data and trend reports
- Approved final art files from internal and external designers

**NY DAILY NEWS** | New York, NY 06.07 | 06.09  
**GRAPHIC DESIGNER, ADVERTISING & PRE PRESS**

- Designed advertisements for local businesses
- Ensured the quality of print of all advertisements

**ECHO OF THE DREAMER** | New York, NY 08.05 | 04.07  
**ART DIRECTOR** *promoted 03.06*

- Designed and directed printing of seasonal look books: [www.marsandvalentine.com/slideshow.html](http://www.marsandvalentine.com/slideshow.html)
- Drafted, managed, and ran ads in magazines and trade publications
- Built and maintained two company websites, including: [www.marsandvalentine.com](http://www.marsandvalentine.com)

### DESIGN ASSISTANT / PRODUCTION ARTIST

- Assisted the Art Director
- Drafted original jewelry designs

**NOVEMBER DESIGN GROUP, INC.** | Austin, TX 10.04 | 07.05  
**DESIGN ASSISTANT / MURALIST**

- Coordinated the purchase and distribution of fabrics and furniture
- Organized sales presentations, sketched and scanned ideas for mood boards, executed design plans, and archived completed projects
- Selected mural designs, painted murals from work orders

## EDUCATION

### UNIVERSITY OF TEXAS

Austin, Texas 06.00 | 05.04

### BACHELOR OF ARTS

English, Communications Minor

### Study abroad:

Charles University  
Prague, Czech Republic  
2002

Dilit International University  
Rome, Italy  
2003

## VOLUNTEERISM / ACTIVITIES

### SF OPEN STUDIOS

Participated in group show  
2010

### HABITAT FOR HUMANITY

Volunteer  
1996-2001, Present

### SAVE THE BAY

Volunteer  
2010-Present

### FUN-A-DAY

Designed and mailed a postcard each day during January  
2010, 2011

### ARTWORKS

#### LEARNING LEADERS

Brooklyn Museum Guide in the ArtWorks program for kids  
2008-2009

### BREWER EDUCATIONAL RESOURCES

Illustrator  
2005-Present

### TEXAS 4000 FOR CANCER

Cyclist and Public Relations Coordinator  
2004