

SKILLS

- .. Mac and PC fluent: CS3/CS4: InDesign, Photoshop, Illustrator, Dreamweaver; Microsoft Office; HTML; CSS; PHP; Flash; Database knowledge: LexisNexis, Academic Search Complete, GALE Virtual Reference Library
- .. studio skills: photography digital and 35mm, draw, paint, plaster, metal basics, silk-screen, fiber arts, illustration, calligraphy

WORK EXPERIENCE

AUSTIN, TEXAS

In Your Space, Artisan .. 06/2009 - Present

- .. top interior design custom wall finishing company, specializing in fine plaster work, murals, fresco, color wash, embossing, creating authentic designs and livable art spaces, responsible for sample requests and installing design projects

Holiday Inn Key Card Hotel Installation, Onsite Project Coordinator .. Fall 2009

- .. worked with Global PR Firm Webber Shandwick and World Record Holding Cardstacker on million-dollar, 2 ton, largest project to-date built from cards; traveling exhibit displayed on South Shore Seaport NYC, and DC Convention Center
- .. managed delivery, set-up, onsite repairs, and take-down, directed labor workers, aided in construction

Awaiting Alice, Cofounder and Designer .. 05/2008 - Present

- .. created jewelry design business which has accelerated to boutique representation, e-commerce, and HOPE Farmer's Market showcase
- .. established brand image and graphics, product design, print and online marketing, budget and financial management

Freelance Graphic Designer .. 07/2007 - Present

- .. website design, writing and editing, ad and marketing material design, display packaging, logo and brand vision and design
- .. clients include: New Mexico Academy of Healing Arts, retailers, restaurants, financial corps, film production co., artists

Library Instruction Services, University of Texas: Perry-Castañeda Library .. 10/2008 - 6/2009

- .. Webmaster: edited, generated, and managed seven web packages holding over 150 pages
- .. Instructor: Research Methods for Rhetoric English classes, Orientation; led database classes for public, faculty, staff, students

SANTA FE, NEW MEXICO

Graphic Designer and Assistant Marketing Coordinator, BODY .. 06/2006 - 05/2008

- .. BODY: a nationally recognized yoga studio, organic café, live music lounge, day spa, boutique, city events center
- .. ad design; produced weekly e-mail campaigns; authored PSA's, press releases, article drafts, and radio spots; catalogued archives; revised, edited and expanded website; revitalized branding; assumed ad contract negotiation and renewal
- .. hired and supervised two part-time interns

SAN DIEGO, CALIFORNIA

Administrative Assistant: Art Department, University of San Diego .. 01/2005 - 05/2006

- .. aided instructors in research, scanned images, outlined PowerPoint presentations, maintained private studio spaces

Archivist Assistant: Copely Library, University of San Diego .. 09/2002 - 05/2004

- .. hand-picked as direct assistant to Diane Maher, Special Collections Archivist
- .. categorized, restored, labeled, researched photographs for the Archive Special Collections Department

FLORENCE, ITALY

Slide Librarian Assistant: Syracuse University, Villa Rosa .. 08/2004 - 12/2004

- .. re-catalogued and created advanced database for Renaissance Art reference material (bilingual English/Italian)

EDUCATION

University of San Diego .. 2002 - 2006

- .. B.A. May 2006 Major Visual Arts GPA: 3.8, Minor Art History GPA: 4.0
- .. Thesis Exhibit Academic Grant Recipient: Spring 2006
- .. Honor Student within Major: Spring 2006, Deans List: Spring 2004, Fall 2005
- .. Studied Abroad in Florence, Italy through Syracuse University in exclusive studio art program, Fall 2004
- .. Women's Lacrosse team: 2002 - 2004, 3rd in State 2004, Fund-raising Chair: 2004
- .. Academic Scholarship, Bishop Maher Catholic Leadership Scholarship: 2002 - 2006

ACTIVITIES

- .. Private Instructor, drawing and painting lessons
- .. Artist, showcasing in local businesses, galleries, and competitions
- .. Volunteer, HOPE Farmers Market, Real Communities Austin, Green Doors