

## Skills

**Audience View** InDesign Balsamia Illustrator Iplotz **Bootstrap** CSS **Javascript** Dreamweaver Jquery

**Fireworks** Microsoft Office Suite

Flash Photoshop HTML Wordpress Proficient on both PC and MAC

# Selected Freelance Clients

Atrius Health

The Best Man, Schoenfeld Theatre Company, New York Philharmonic Eclectic Unions, LLC

The Guardsman, Eisenhower Theatre Hannah Zaic, singer/songwriter

In Sickness as in Health

Julietta Appleton

Kitchen a la Mode

Meaningful Milestones

MintChip

My Computer Guy

The Nance, Lyceum Theatre,

Tony award winning set design

Pee Wee Herman on Broadway

Refind Mens and Womens Boutique

Scott Madden

South Shore Medical Center

Surf the Musical, Planet Hollywood

Thunder Communications

The Write Way to Health

### Contact

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# Employment

Harvard Vanguard Health Associates, Newton, MA

Feb 2012 to Present

#### Contract Web Designer and Developer

-Created a website for diagnosis that includes an algorithm, annotations, and a visual atlas for three easy ways of diagnosis

-Created wireframes, User Interface, and coded the website using HTML, CSS, and Javascript

-Worked with an editorial team to maintain their vision

-Managed freelancers

#### ArtsEmerson, Boston, MA

Mar 2013 to Jun 2013

#### Interim Graphic and Web Design Manager

-Acted as project manager for all print and web marketing while maintaining brand standards and deadlines

-Managed team of 8 student designers

-Updated website and mobile website using Audience View, HTML, CSS

-Worked with printers to manage process of printed materials

HCPro, Danvers, MA

Web Designer

Dec 2011 to May 2012

-Collaborated with product management to interpret and define product requirements and created graphics and icons

-Built intuitive user flows, wireframes and HTML/CSS prototype of product

-Worked with team of developers in an Agile/Scrum environment to create user interface of product

#### Colliers International, Boston, MA

Apr 2010 to Dec 2011

#### Graphic and Web Designer

-Maintained and updated corporate and property specific web sites

-Created all electronic communications including property specific web sites, email blasts, and animated material using HTML, CSS, and Flash

-Created flyers and pitch books/presentations including flash animations

-Maintained 25 property specific web sites

#### Corporate Services Specialist

Apr 2007 to Apr 2010

-Served as the main receptionist for 100+ person company: greeted customers, tracked packages, and coordinated off site file storage

-Purchased office supplies and managed office equipment service

-Facilitated shared database of all company contacts

-Coordinated attendance, registrations and payments for industry events

## Education

Boston University CDIA, Waltham, MA

2008-2010

Certificate in Graphic and Web Design

Drew University, Madison, NJ

2001-2005

Bachelor of Arts with dual major in Studio Art and Theatre Arts