



EDUCATION: **University of Delaware** – graduated May 2008
BFA in Visual Communications, concentrating in Illustration
BA in Psychology

SUMMER 2007 Study Abroad to London
Visited design studios, ad agencies, illustration agencies

WINTER 2005 Study Abroad to Martinique
*Utilized knowledge of conversational French
Immersed in Caribbean culture while participating in excursions*

SKILLS PROFILE:

Strong artistic background
Understanding of Adobe Programs
Photoshop, Illustrator, InDesign, Dreamweaver
Strong computer skills
Macintosh computers, Windows based PCs
Organizational and leadership skills
Excellent time management

CREATIVE WORK EXPERIENCE:

FALL 2008 Intern at DK Publishing
*Published my illustrations in a children's book, "Fairypedia"
Assisted with designs and layouts for books
Participated in team brainstorming meetings for book ideas*

JUNE 08 - PRESENT Freelancing with the Creative Group and iFreelance
*Managed client relationships
Negotiated fees
Formulated legal contracts
Created/Designed Promotional Materials*

JANUARY 2008 Intern at Bernstein and Andruilli
*Updated 100+ artists' web portfolios
Updated, organized, and systemized 100+ portfolio books
Assisted with a client presentation
Learned about promotion of work, client relationships, & negotiations of finances*

MAY 2006 Designed a Hot Sauce Label for California Tortilla

SUMMER 2005 Intern at E. Fitz Art (Graphic Design Studio)
*Prepared project roughs for clients to view
Assisted head designers with project research
Gained positive experience in the design field and office environment*

OTHER WORK EXPERIENCE:

PRESENT Front Desk Supervisor at the Imaging Center of Oradell
*Managed appointments and 50+ daily phone calls for a new Radiology facility
Implemented positive changes in the office*

2008 – MARCH 2010 Receptionist at Closter Medical and OBGYN Associates
*Managed appointments and phone calls for a total of 6 doctors
Acted as first point of contact between patients and doctors
Transitioned to new Electronic Medical Record software*

SUMMER 2007 Advanced Sales Rep for Vector Marketing
Received 3 promotions in one month, earning 20% commission

SUMMERS 04-06 Teacher's Aid Roosevelt Elementary School