

## Employment

### **Guernsey's Auctions**

#### **Technical & Art Director :: 2003-2007**

Design and produce catalogs for multi-million dollar auctions. Select, color-correct, and prepare images for offset production. Hire and direct photographers and free-lance production staff. Write and edit lot descriptions. Perform public and media relations to promote sales. Interface with consignors and buyers.

### **New Horizons Computer Training Center**

#### **Application Instructor :: 2002-03**

Instruct novice to advanced computer users in the use of office productivity and graphic design programs. Conduct classes for both PC and Macintosh platforms.

### **CoreMedia Training Solutions**

#### **Marketing Director :: 2001-02**

Graphics team leader for production of custom web-based training courses. Programmed learning modules in Flash/Actionscript. Designed and produced product packaging. Wrote and produced product support materials for sales department. Designed, produced, placed, and coordinated advertising. Wrote and distributed media releases. Assisted company president with proposals and presentation materials.

### **Ballyhoo! graphics&design**

#### **Self Employed :: 2000-01**

Developed key-messages for clients. Wrote, designed, and produced print and on-line materials. Bought and coordinated printing from 1 to 4-color and specialty processes.

### **Oregon Episcopal School**

#### **Director of Communications :: 1998-99**

Designed and managed web-site. Wrote and distributed media releases. Designed, placed, and coordinated advertising. Continued most duties from previous position.

#### **Development Associate :: 1991-98**

Designed and produced all development publications, including fund-raising brochures, invitations, flyers, poster, handbook, and directory. Wrote, edited, and produced a monthly newsletter. Trained and supervised data entry person. Maintained donor and prospect database. Conducted prospective-donor research. Compiled annual report.

### **Reed College**

#### **Corporate & Foundation Support Assistant :: 1989-91**

Wrote and tracked grant applications. Produced interim and final reports. Developed research and donor tracking database.

## Skills

Graphic design and typography  
Writing and editing  
Flash and Actionscript 2.0  
HTML and Javascript

QuarkXPress  
InDesign  
Photoshop  
Illustrator

Word  
Excel  
PowerPoint  
Access

## Education

### **Pacific Northwest College of Art**

1997-98 coursework in design, digital art, and typography

### **Reed College, Portland, Oregon**

1989 BA in Physics