

EDUCATION

Master of Fine Arts in Acting. Columbia University, New York, 2000.

Bachelor of Arts in Theatre. University of Maryland, College Park, 1991.

SOFTWARE KNOWN

QuarkXpress 6; Adobe PhotoShop 8.0, Illustrator 11, PageMaker 6.5; Macromedia Dreamweaver MX, Fireworks MX; HTML Programming; Microsoft Powerpoint, Word, Excel, Visio (Office Vx version for Macs or Office 2002 version for PCs); Windows O/S; Mac O/S; Fundamentals of Macromedia Flash MX and Freehand 9; Adobe GoLive 4.0.

WORK EXPERIENCE

Goldman, Sachs and Co., New York, NY

(August 2001-May 2004)

Presentation Specialist

Use Microsoft suite to create financial reports. Liaise with banking staff, take in and delegate work, and troubleshoot technical and scheduling problems. Marshal firm-wide standards, maintain filing system, and advise on new styles.

SCP Communications, New York, NY

(June 2000-October 2000)

Web Designer and Desktop Publisher

Used Macromedia Dreamweaver and Flash to construct and design websites based on artist's concept and to client's specifications.

Laid out posters and brochures using QuarkXpress and PageMaker. Treated graphics for print and web publishing using Fireworks and Photoshop, respectively.

Aquent Partners, New York, NY

(April 1997-January 2000; November 2000-present)

Freelance Web Designer and Desktop Publisher

Assignments included:

- Taking electronic photos of client's product line and editing photos in Photoshop. Using these images to design and create a "roadshow" slide presentation.
- Deciding the overall design of a 72 part video presentation. Composing, revising and formatting Powerpoint graphics. Assembling and line-editing spoken text. Overseeing the marriage of text, video and electronic graphics.
- Assembling layouts for print ads in QuarkXPress and Powerpoint.

Mercer Management Consulting

(February 1994- February 1997)

Production Manager – London, England

Hired, supervised and scheduled eight temporary/freelance employees. Managed the production of graphic presentations for over 100 consultants. Guaranteed quality and turn-around time of work. Trained temporary and professional staff about computer software/hardware. Executed a work-processing plan to increase quality and reduce production costs.

Desktop Publisher – Washington, D.C.

Created, edited and prepared overheads, 35mm slides, and book-bound presentations for client meetings, proposals and educational seminars. Learned and trial-tested new software and styles prior to firm-wide distribution. Telecommuted part-time during last month of employment.