

Birchwood Design Studio

Graphic Design, Printing, Web

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www.birchwooddesignstudio.com

Objective

Freelance, part-time or full-time work in the graphic design industry. Full or part-time administration work.

Education

Art Institute of Boston

Experience

Shelter From The Storm

Part-Time: June 2009 - Present

Coordinator and liason between board, staff, and volunteers for a transitional shelter for the home less. Handle publicity, web page, financials, events and oversee day to day activities.

Birchwood Design Studio

1990 - Present

Opened my own graphics studio designing web sites, catalogs, brochures, logos, town reports, ad books, business cards, newsletters, invitations, etc. Design sets and supervise photography for clients. Handle all aspects of the business including accounting, billing, advertising, marketing and printing.

Level of Winchendon

1978 - 1990

Art and Marketing Director - Designed residential and institutional furniture catalogs and promotional pieces. Jobs included set design, photo supervision, camera-ready art and printing. Developed and implemented ad campaigns with interior design magazines and followed up leads that were generated.

Printing Industry

Learned all aspects of pre-press, camera, press, bindery. Worked as a graphic designer and supervisor for three printers. Became editor of New England Homes Journal owned and printed by owner of Hale Moore Printing. Maintained all aspects of layout, design and deadlines for this real estate magazine.

Computer Skills

Macintosh OS X - G4 Tiger 10.4.8 - Leopard 10.5.2. Am proficient in Quark, Photoshop, Illustrator, Dreamweaver, Microsoft Office, Quicken

Boards/Activities

Director-Jaffrey Civic Center; Director-Jaffrey-Rindge Rotary (incoming president-elect); The Park Theatre Mural Mosaic; Cathedral of the Pines; Jaffrey Women's Club; Gardner Museum and Historical Society; watercolorist (see webpage) and avid golfer.