

## EDUCATION

09/2005 – 05/2010	Gwen Frostic School of Art Western Michigan University Kalamazoo, Michigan	Graphic Design BFA GPA: 3.5, cum laude
05/2006 – 08/2006	Kalamazoo Valley Community College Kalamazoo, Michigan	Concentration: Graphic Design
09/2003 – 04/2005	Eastern Michigan University Ypsilanti, Michigan	Concentration: General Studies

## EMPLOYMENT

10/2010 – Present	Visual Merchandiser/Sales Support J. Crew Portland, Oregon	Assemble window and sales floor displays in order to promote the sale of clothing and accessories. Provide customers with a pleasant shopping experience and excellent customer service to encourage brand loyalty. Process weekly incoming shipments.
09/2009 – 05/2010	Design Center Intern Western Michigan University Kalamazoo, Michigan	Worked independently and collaboratively to solve visual communication problems. Developed ideas from concept to completion for projects ranging from a calendar bookmark to materials for a conference. Participated in client meetings, prepared files for professional printing, and attended press checks.
08/2007 – 05/2010	Gallery Assistant Richmond Center for Visual Arts Kalamazoo, Michigan	Installed and de-installed exhibitions at a large contemporary art gallery. Worked closely with the exhibitions director. Handled work by widely recognized artists. Gave tours to visiting groups, and organized monthly receptions.
05/2008 – 08/2008	Proposal Coordinator The Gallup Organization Washington, D.C.	Prepared grant proposals and bids to win government contracts. Administrator for four communications professionals specializing in social marketing and government contracting. Organized their work schedules, filled in for them at meetings, and performed administrative duties for the group.
04/2004 – 11/2007	Copywriting Intern TIG Global Chevy Chase, Maryland	Increased the web presence of many luxury and boutique websites by researching relevant keywords and strategically using them in search-engine optimized copy.

## REFERENCES

Cindy Green 301.980.5620	Marketing Executive Graphic design client
Don Desmett 269.387.2455	Exhibitions Director Former employer Richmond Center for Visual Arts
Liz Crabbe 952.994.4328	Communications Specialist Former colleague The Gallup Organization

## ACTIVITIES

09/2007 – 05/2010	AIGA WMU Chapter Event coordinator	Organized fund-raising activities, events, and development trips for this student chapter of AIGA, the professional association for design.
09/2008 – 09/2009	Friends of the Richmond Center Member of the Board of Directors	Planned art exhibition opening receptions and fund-raising events, participated in quarterly meetings.