**Nicole F. Haylon**

24-2 Mead St. Allston, MA 02134 | (203) 233-5920 | nhaylon075@g.rwu.edu | www.nicolehaylon.weebly.com

**PROFESSIONAL SUMMARY**

**Personal Profile:** Excellent interpersonal communication skills. Outstanding attention to detail. Hard-working, dependable, team player.

**Other Skills:** Microsoft Office, Adobe Creative Suite, basic HTML/CSS

Artistic: Pencil and charcoal drawing, acrylic painting, ink drawing

**EDUCATION**

**Bachelor of Fine Arts,** *magna cum laude*

**Roger Williams University**, Bristol, RI

Areas of Study: Creative Writing, Graphic Design, Spanish

Semester Abroad in Barcelona, Spain: Spring 2011

Awards: Dean’s List: 8 semesters, 2012 Excellence in Literary Publishing, 2012 RWU Award for Excellence in Leadership

**RELEVANT EXPERIENCE**

**Boston Startup School** Boston, MA

Marketing Track Participant Summer 2012

* Participated in career accelerator program that trains recent college graduates for work in startup companies
* Experienced project work, lectures, workshops, and career skills training, specifically in marketing

**Mount Hope Magazine** Bristol, RI

Managing Editor 2011-2012

* Responsible for the design and maintenance of the internal layout of a new, professional literary magazine utilizing Adobe InDesign, Illustrator, and Photoshop
* Worked with authors and artists to create final proofs of work
* Reviewed literary and visual submissions to determine publish-worthy material
* Managed staff of 12; in charge of making sure tasks were organized and completed in a timely manner

**The Cabinet Authority** Newtown, CT

Website Development Associate 2010-2012

* Designed and created graphics for online cabinet-building and selection software for newly-acquired addition to the company (http://horizoncabinetdoor.com/nickitool)
* Involved in website testing using various browsers and computer types

**The Marble Collection: High School Magazine of the Arts**  Lakeville, MA

Advertising Intern 2011-2012

* Contacted higher education institutions in Massachusetts, Rhode Island, and Connecticut about advertising in The Marble Collection: a literary, art, music, and media magazine for secondary students in Massachusetts
* Maintained contact with advertisers to obtain payment and advertisement copy, and to address questions or concerns
* Reviewed literature and art submissions to determine publish-worthy material
* Worked one-on-one with selected students to edit and improve their work before publication

**Metal Creative** Northborough, MA

Intern 2008

* Learned and assisted with design processes for a creative company which designs advertisements, media promotions, corporate identities, and various other creative products

**Values of Sisterhood Club**  Bristol, RI

President 2010-2012

* Ran club dedicated to promoting values of friendship, loyalty, and community service, especially among women
* Activities included community service in and around Bristol, RI, fundraisers for organizations such as the American Cancer Society and Autism Speaks, and on-campus events
* Organized and ran executive board meetings, weekly club meetings, and events

**OTHER WORK EXPERIENCE**

**Roger Williams University Center for Academic Development** Bristol, RI

Writing Tutor 2010-2012

* Assisted students with grammar, organization, and idea development in their writing assignments

**AMC Theatres** Danbury, CT & Cambridge, MA

Film Crew Member 2008-2012

* Provided customer service in box office, concessions, and as an usher