

KRISTOF GOESER

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EXPERIENCE

Merrill Steiger Studio, New York, NY

Studio Manager, September 2010 - Present

Designed promotional materials including CD tri-folds, catalogs, and books;

Researched gallery directors, curators, art consultants, and other target audiences for marketing mailings;

Composed blog posts, artist statements, advertising copy, press releases, and other written communications;

Managed the artist's social media presence to update and engage with followers.

David Mann Architect PC, New York, NY

Office Manager, May 2011 - September 2014

Executed the daily administrative tasks for the joint architectural and interior design firm including invoice, proposal, and purchase order generation, monthly billing, and bookkeeping;

Performed regular IT work to ensure all computers and printers were functioning properly.

NYU Advertising & Publications, New York, NY

Operations Assistant, September 2008 - August 2010

Compiled year-end advertising portfolio for undergraduate accounts,

Researched and composed copy for NYU promotional materials for study abroad programs;

Assisted with specialized projects including proof corrections, transcription, fact checking, and cold reading.

Washington Square News, New York, NY

Deputy Photo Editor, January 2009 - December 2009

Selected, retouched, and cropped photographs for the university's daily student periodical with a circulation of 10,000 and approximately 65,000 readers online;

Coordinated photograph discussions for selection at daily budget meetings;

Managed 10-15 photographers to ensure timely completion of assignments.



EDUCATION

B.A. in Psychology

B.A. in Urban Design & Architecture

May 2010, New York University,

GPA: 3.759; Cum Laude

Presidential Honors Scholar

Professional Certificate in Digital and Graphic Design Print Production

May 2010, New York University

SKILLS / TECHNOLOGY

Adobe Creative Suite

Photoshop

Indesign

Illustrator

After Effects

Web Design

HTML / CSS

Javascript / jQuery

Twitter Bootstrap

Wordpress

Graphic Design

Logo Design

Digital Illustration

Book Design

Digital Photography

Photojournalism

Event / Concert

Photo Editing

German

Spanish

Art Handling

Creative Writing

Copy Editing

PROJECTS

The Insomniac Propagandist

Creative Director, November 2013 - Present

Reviewed art and literary submissions for two print editions and online content;

Designed logo, layout and cover design;

Contributed to social media and web presence;

Researched and coordinated with printer.