

Phone

203-556-0863

Email

dararubin@gmail.com

Website

dararubin.github.io

Skills

Proficient in:

Adobe InDesign
Adobe Photoshop
Adobe Dreamweaver
Google Docs and Word
Movable Type
HTML and CSS
Litmus

Working Knowledge of:

Adobe XD
Adobe Premiere Pro
Adobe Illustrator
Adobe InDesign DPS
WordPress
GovDelivery
PowerPoint
Excel
Javascript/jQuery
Python

Social Media:

Facebook
Twitter
Instagram

Leadership

Northwestern University
Society of Physics Students
Publicity Chair (May 2015-16)
Secretary (May 2016-17)

Phi Sigma Pi National Honor
Fraternity, Zeta Omicron
PR Chair (May 2015-16)

Masuk Free Press - High
School Newspaper (2010-13)
Editor-in-Chief, Sports Editor,
Production Editor, Distribution
Manager, Photo Editor,
Ad Manager

Dara Michelle Rubin



Sept. 2017 to
present

Work Experience

Scranton Gillette Communications - Arlington Heights, IL
Creative Services Coordinator

- Solicit quotes from vendors for print inserts and custom projects for all magazine brands
- Coordinate user requests through ticketing system for designer assignments
- Assist in the oversight of design and production assignments and schedules of all print and digital issues of publications

Jan. 2017 to
Aug. 2017

Scranton Gillette Communications
Design Intern

- Design and code for web and print materials: create ads, newsletters, e-blasts, microsites, and magazine pages

Summer 2016

Innovation in Action
Freelance Web/Graphic Designer

- Design and implement portions of [websites](#)

Oct. 2014 to
Dec. 2016

City of Evanston, Community Engagement Division
Public Information Assistant

- Create flyers, posters, programs, and newsletters for upcoming community events
- Update events and write short news stories and press releases for the City's website and calendar
- Write and schedule social media posts for Twitter and Facebook

Sept. 2013 to
Oct. 2014

Northwestern Athletic Communications Department

- Moderate social media and transcribe football press conferences
- Run stats at basketball games
- Record game notes for B1G football championship game
- Post real-time B1G softball tournament updates on Twitter



Sept. 2013 to
March 2017

Education

Northwestern University - Evanston, IL

- Medill School of Journalism, Bachelor of Science
- Segal Design Certificate
- Dean's List - Winter, Spring & Fall Quarter 2016
- GPA: 3.45