

## Phone

203-556-0863

## Email

[dararubin@gmail.com](mailto:dararubin@gmail.com)

## Website

[dararubin.github.io](http://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 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: created 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