

DONA ALTEMUS

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Education

2012 Miami, FL Bachelor of Fine Art, Graphic Design
New World School of the Arts/ University of Florida

2009 Miami, FL Associate in Arts
Miami Dade College

Experience

Graphic Designer & Marketing Assistant

MUSEUM OF CONTEMPORARY ART (Miami, FL) Fall 12 - Present

- implemented social media regiment across all platforms
- maintained website via wordpress
- created printed & electronic collateral (i.e. invitations, e-blasts, logos)
- text formatted catalogues
- prepared files to print
- created exhibition and way-finding signage
- created powerpoint presentations

Assistant Graphic Designer

WOLFSONIAN-FIU Fall 11 - Spring 12

- detected and resolved file errors
- created layout sketches and multiple logos
- mastered InDesign, concentration in text formatting
- researched typefaces

Design Creative Internship

THE MIAMI HERALD Summer 09

- tweaked existing designs
- experienced revision processes
- designed newspaper ads

Skills

Proficient Mac & Windows user
InDesign
Photoshop
Illustrator
Dreamweaver
Microsoft Office Suite
Wordpress
HTML
CSS

Organizations

AIGA
(American Institute of Graphic Arts)
member since 09

Excellent verbal and written skills in English and basic Spanish
References supplied upon request