

# Erica Boland

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## Education

Bachelor of Science in Education, Major in Art Education,  
Tyler School of Art, Temple University, Philadelphia, PA

May 2012

## Certifications

Pennsylvania Instructional I, Art K-12

## Experience

### **Graphic Production Associate/Content & Site Administration Manager (Kitchindex),**

Windrunner Advertising, West Chester, PA

August 2011 to Present

Responsibilities: Assisting senior stylist with photoshoots by preparing food to be photographed and helping to select final photo to be used in print and web applications; graphic production in original and existing graphic design art to be used in print and web applications; photo editing and retouching; managing projects office-wide; uploading, editing and management of content on new foodservice website to go live fall of 2013; acting as client and vendor liaison; completing general clerical tasks including filing/organization, creating writable PDFs, document and project setup, document production and editing, and fulfillment services for both colleagues and clients.

### **Student Teaching, Norristown Area High School, Grades 9-12**

Spring 2012

Responsibilities: Formulation and delivery of lessons for printmaking and general art levels one and two, assisting students with techniques and media, leading and participating in classroom discussion, planning and prepping for classes throughout the day, implementing classroom management techniques, grading and assessing student progress.

Diverse student community includes students of varied socioeconomic status, gifted and learning disabled individual education programs and English language learners.

### **Camp Counselor, Easter Seals of Southeastern Pennsylvania,**

Camp Dumore, Springfield, PA Ages 4-18

July-August 2011

Responsibilities: Retrieving campers from buses, leading activities with campers including art, music, and job corps activities, assisting campers with eating, changing, swimming, etc. chaperoning campers during outings and gatherings with other camps, bringing campers to buses at the end of the day, cleaning up camp space.

**Cashier**, Dairy Queen,  
Springfield, Pennsylvania

May 2007-June 2011

Responsibilities: Making treats to order, operating cash register, providing customer service, cleaning restaurant and preparing for opening and closing, taking orders in both drive-through and window.

**Special Skills**

Proficient with Adobe InDesign, Photoshop and Illustrator, Microsoft Office, and trained in a variety of art media and techniques. Participated in two juried art shows during time at Tyler and made Dean's list for all semesters. Strong interpersonal skills and ambitious leadership qualities, as well as an optimistic and positive attitude.