



bridget
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design

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Work Experience

Creative Director, Core Knowledge Language Arts <i>Core Knowledge Foundation</i>	January 2015-present
Graphic Designer <i>Core Knowledge Foundation</i>	July 2012-December 2014
Design Intern <i>MusicToday</i>	January 2012-May 2012
Studio/Marketing Assistant <i>John Grant Studios</i>	August 2011-May 2012
Studio/Marketing Assistant <i>Stacey Evans Photography</i>	July 2011-May 2012
Freelance Editor/Writer/Designer <i>Clients include:</i> <i>WNRN Radio</i> <i>Silverchair Learning Systems</i> <i>Demand Media Inc</i> <i>Collegiate Writing</i> <i>Career With Heart</i> <i>Campout East</i>	July 2010-July 2012
Associate Editor, Media & Communications <i>SNL Financial LC</i>	January 2009-July 2010
Copy Editor <i>SNL Financial LC</i>	July 2006-January 2009
Transportation Operator <i>UVA Parking and Transportation</i>	June 2005-May 2007
Healthcare Business Office Representative <i>HBCS</i>	May 2003-September 2003
Technical Assistant <i>UVA Department of Drama</i>	September 2002-December 2003
Assistant to Academy Director <i>The Summer Academy at Suffield</i>	May 2002-September 2002

Skills/Abilities

Management

- » Managed team of full- and part-time designers through multiple large-scale print design projects
- » Coordinated with other managers and executives to ensure quality and consistency of educational materials
- » Performed administrative tasks including tracking of employee hours, coding department expenses, and scheduling employee time off
- » Participated in necessary human resources-related functions, including hiring, termination, and other separations
- » Helped train employees in rights assessment for text and images

Web and Print Design

- » Proficient in Adobe InDesign, Illustrator, Photoshop, Lightroom, and Dreamweaver
- » Experienced with Microsoft Office Suite (Word, Excel, PowerPoint), ProofHQ, Asana
- » Participated in production of multiple versions of a Kindergarten-Grade 5 English Language Arts program, including revisions to existing materials and creation of new materials
- » Worked extensively in Adobe InDesign to create and update book layouts up to 1500 pages in length
- » Developed vector line art and map illustrations for various levels of educational materials using Adobe Illustrator
- » Edited stock and historical photos for content and appearance using Adobe Photoshop
- » Commissioned and assisted in development of multiple series of illustrations by artists across the US
- » Created web and print advertisements and other materials for local radio station WNRN
- » Prepared and submitted print-ready files for multiple printers using different platforms
- » Built various websites for local businesses using Wordpress web content management system and original content created in Illustrator and Photoshop
- » Selected as the student designer for the 2012 issue of The Fall Line, PVCC's literary magazine
- » Designed a range of promotional materials for student groups at Piedmont Virginia Community College

Photography and Video

- » Compiled and organized a library of around 10,000 stock and original images for the Core Knowledge Language Arts program and the Core Knowledge Foundation
- » Assisted with commercial, stock, and fine art photography shoots
- » Worked extensively with professional photographic lighting equipment in both studio and on-location environments
- » Collaborated on video shoots for WNRN

Editorial

- » Edited various training courses for educational publication firm
- » Wrote, edited and posted articles to a subscription-based news website
- » Gained extensive experience with AP and CMOS styles and familiarity with APA style
- » Able to write and edit copy under strict deadlines, some as short as 1 hour
- » Able to understand and analyze complex regulatory and financial documents
- » Worked with editors and reporters to research and troubleshoot factual issues in both short and feature-length articles
- » Worked with multiple Web content companies to produce and edit search-optimized articles and blog posts

Communication

- » Participated in daily and weekly teleconferences with publishing partners
- » Collaborated using multiple applications, including Google Docs, ProofHQ, and Asana
- » Communicated daily with global news team
- » Planned, created materials for and took part in or led training sessions for overseas editorial team
- » Worked with music festivals booking, management and promotion teams to craft a cohesive message on the Web and in traditional press releases
- » Corresponded with various freelance clients via email and/or phone to obtain new contracts and clarify the scope of assignments

Education

Bachelor of Arts, English Language and Literature

University of Virginia
May 2005

Career Studies Certificate, Graphic Design

Piedmont Virginia Community College
May 2012

Interests/Achievements

Awarded PVCC's Alan Bass Carey Award for Art and Student Leadership Award for the Graphics Club in 2012

Volunteer with local nonprofit radio station WNRN

Semester abroad in London, England