

skills

InDesign | Illustrator | Photoshop | Quark XPress | Flash | Dreamweaver | CSS | HTML
iMovie | FileMaker Pro | Acrobat Professional | Microsoft Office suite | Mac & Windows platforms

experience

Freelance Print and Web Designer

Allison Miracco Design | Boston, MA
January 2007 - Present

Design and produce invitations, save-the-dates, brochures, programs, posters, presentations, menus, ads, etc.

Art-direct and style photoshoots

Plan events for under 75 people

Clients include: HubSpot, Fuseideas, The Brady Center, The David Project, Congregational Library and Archives,
Kate P Photography, Paul Wilmot Communications, Parents Helping Parents, Tufts Health Sciences,
BU College of Engineering, Factory Theatre, Ghana Children's Fund, engaged couples, expecting couples

Adjunct Professor

College of Communication and Metropolitan College at Boston University | Boston, MA
September 2006 - Present (*minimum one class per semester, including summer*)

Teach, and create syllabi for, *Computers in Communication* and *Design and New Media*, computer graphic design courses, to undergraduate and graduate students and adults covering the Adobe Creative Suite

Art Lead and Senior Designer

Pearson Publishing | Boston, MA
January 2013 - September 2014 (*extended contract*)

Oversaw three designers to create art for three high school math titles

Designed, and preliminary copy-edited, Math and Literature textbook content

Reviewed and approved all art and photographs

Design department contact between vendors and designers

Art-directed illustrators to create art for each chapter (*minimum 30/chapter; minimum 8 chapters/book*)

Designed packaging for DVD sleeves, clam shells and faces; header card packaging; and box top stickers
to correspond with text book branding

Designed online navigation tiles, landing pages, banners and program icons

Senior Designer

Public Consulting Group | Boston, MA
July 2012 - January 2013 (*extended contract*)

Lead a team of one junior designer and two production artists

Re-branded and copy-edited company collateral and standard graphics

Designed proposal templates for government contracts

Lead Designer

Boston University College of Communication | Boston, MA
August 2005 - July 2012

Coordinated all aspects of project execution from client meeting to vendor payment (*minimum 200 projects/year*)

Designed/produced posters, invitations (web & print), brochures, ads, promotional items, e-communications,
environmental signage, banners (web & print), websites, etc.

Supervised staff of four student employees

Wrote copy for and edited collateral pieces

Assisted with planning, decor and management of College events (*minimum 10 per year*)

Art-directed photoshoots (*minimum 12 per year*)

Supervised design of College website (design and content development) and continually made edits via Wordpress

Oversaw all uses of BU brand by College faculty and staff

Design Specialist

Arnold Worldwide: Brand and Business Development Department
Boston, MA
September 2004 - August 2005

Designed and copy-edited all responses to prospective client inquires (*minimum five per month*)

Conceived and created all pitch materials (*minimum three per month*)

Managed department intern (*one intern per semester, including summer*)

education

Boston University | Boston, MA
Master of Science in Advertising | January 2004

James Madison University | Harrisonburg, VA
Bachelor of Science | May 2002
Major: Media Arts & Design | Concentration in Corporate Communication
Minors: Graphic Design and Business