

## **Kaitlin E. Howard**

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### **Related Experience**

#### **Graphic Design Intern**

*Clef Notes Concert Journal of the Arts* - (February 2009-Present)

- Designing, illustrating and laying out editorial content for Summer 2009 issue
- Collaborating and discussing ideas with editorial director and managing director

#### **Freelance Graphic Designer**

*Chicago IL* - (May 2008-Present)

- Illustration and production work for Magic Wig Productions, Inc.
- Designing postcards and promotional materials for Wisconsin based boutique
- Web and print design for chiropractor located in upstate New York

#### **Assistant Graphic Designer**

*Schoolhouse Graphics* - Albany, New York (June 2007-November 2007)

- Designed websites and performed daily maintenance on established sites
- Conceptualized and designed advertisements, postcards, brochures, stationary and promotional materials for various businesses in the capital region

#### **Editorial Illustrator**

*The Daily Gazette (Newspaper)* - Schenectady, New York (January 2007-Present)

*The Daily Orange and The Student Voice (Newspapers)* - Syracuse, New York (2005-2007)

- Worked with art directors regarding ideas and sketches
- Illustrated ideas according to given article text and met very short deadlines

#### **Archival Intern**

*Marlborough Gallery* - New York, New York (Summer 2006)

- Photographed artwork of represented artists throughout New York City
- Digitally formatted, refined, and completed images
- Acted as an intermediary between gallery officials, various artists and clients
- Compiled biographic books on artists and their work for directors, patrons, and shows
- Contributed in the organization of the Marlborough Gallery Summer Show opening

#### **Logo Designer**

*Syracuse University Women's Studies Program* - Syracuse, New York (Fall 2005)

- Created original designs for program marketing campaign (i.e. internet advertising, brochures)
- Actively participated in weekly meetings with program manager regarding logo design decisions and direction of campaign advertising

#### **Syracuse Poster Project**

*Syracuse University* - Syracuse, New York (Fall 2006)

- Designed and illustrated a poster for downtown Syracuse

### **Unrelated Experience**

#### **Accounting Clerk**

*Golub Corporation* - Schenectady, New York (2001-2008)

- Worked in accounts payable and accounts receivable handling internal payroll functions, coupon distribution, and debt collection
- Answered phones and transferred calls to appropriate employee
- Performed administrative tasks such as filing, faxing, scanning, etc.

#### **Sales Associate**

*Art Effect* - Chicago, IL (August 2008-Present)

*Jilly & George* - Wauwatosa, WI (June 2008-August 2008)

- Interacting with customers and designing floor layouts and displays
- Working all aspects of the cash counter

### **Education**

**Syracuse University** College of Visual and Performing Arts - Syracuse, New York (Fall 2003-Spring 2007) Major: Illustration - Minor: Art History

*Awards and Recognition*

- Deans List - Spring 2004-Spring 2007 - Graduated Magna cum Laude
- Honored as Employee of the Year - Syracuse University Bookstore (2006-2007)

### **Skills**

- Experienced with: PC, Mac: Microsoft Office, Photoshop, Illustrator, InDesign, Dreamweaver, Flash

**References Available Upon Request**