
EDUCATION

Amherst College, Amherst, MA.

Class of 2000

AB English, *magna cum laude*, average grade A-

EMPLOYMENT

Pearson Education Boston, MA.

May 2005- Present

Pearson Education is a publisher of college and high-school textbooks

Senior Production Assistant

- Handled quality control and preflighting for hundreds of titles each year.
- Made typesetting/formatting changes and prepared books for press.
- Chaired the Diversity Committee for the Boston wing of this *Fortune* 500 Company.

PhotoGraphics, Inc., Swampscott, MA.

Feb. 2004- May 2005

PhotoGraphics was a small chain of specialty camera stores.

Store Manager

- Interviewed, hired, trained, and supervised over 30 employees.
- Created fresh marketing campaigns for the company.

InfoGraphix, Inc., Brighton, MA.

Nov. 2002- Nov. 2003

InfoGraphix was a marketing firm with 70 employees and annual sales of \$5,000,000.

Design Assistant & Technical Specialist

- Designed and updated marketing materials for Fleet, Fidelity, Disney, and Harvard.
- Created mailers with total print runs of over one million.
- Handled all Macintosh technical support for the company.

Artie's Apple Service, Salem, MA.

Dec. 2001- Present

Artie's Apple Service is my Macintosh consulting business, run as a sole proprietorship.

- Provided personalized, one-stop technical support for homes, offices, and a school.
- Created appealing company brand to grow from two clients to over thirty.

Interfaith College, Dublin, Republic of Ireland.

Aug. 2001- Nov. 2001

Interfaith College is a private language academy in the heart of the Irish capital.

English Teacher (ESL)

- Created daily lessons in grammar, parts of speech, and common usage.
- Organized and lead field trips throughout county Dublin.

Amherst College Office of Admission, Amherst, MA.

Jun. 1998-Jul. 2001

Amherst is the most selective liberal arts college in the world.

Webmaster & Tour Guide

- Wrote, illustrated, and published the office Web pages.
- Gave daily tours of the college to prospective applicants and their parents.
- Promoted upon graduation to Green Dean of Admission.

Green Dean

- Traveled to 11 states and over 60 high schools to recruit top students.
 - Gave daily presentations to auditorium crowds of students, parents, and teachers.
 - Hired, trained, and managed over 40 student tour guides.
 - Read, reviewed, and voted on over 800 applicants to the college.
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COMPUTER SKILLS

Photoshop, QuarkXPress, InDesign, Acrobat, Canvas, Word, Excel, HTML

REFERENCES

I have left all of my positions on good terms with my employers.
Professional and character references available upon request.