

## EDUCATION

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**Yale School of Art**  
NEW HAVEN, CT

MFA student in the Graphic Design program.  
Expected graduation date: May 2009.

**Swarthmore College**  
SWARTHMORE, PA

BA with Highest Honors, June 2001. Major in philosophy and minor in Greek.  
Studied under the tutorial system at Wadham College, Oxford from Fall 1999 to Spring 2000.

## DESIGN WORK EXPERIENCE

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**Freelance Graphic Designer**  
2004–Present

- Undertake contract work for small companies and nonprofit organizations. Projects include newspaper ads for Friends' Central School, printed brochures for the Yale School of Management, and web sites for Timap for Justice, the Michigan Journal of International Law, and Ars Intercultural Programs.

**Graphic Design Intern**  
MGMT Design  
Summer 2007  
BROOKLYN, NY

- Worked with studio partners on multiple projects each week, including concepts for Human Rights Campaign's annual report and a book on Architecture Research Office's work at Colorado College.
- Redrew maps and diagrams for a book exhibiting the work of a collaborative studio at Yale's School of Architecture. Developed a system for captioning and color-coding the book's illustrations.

**Graphic Designer**  
Pennsylvania Institute of CPAs  
February 2004–June 2006  
PHILADELPHIA, PA

- Designed informational and promotional print materials, including brochures, postcards, a 100-page course catalog, and spreads of feature articles for *CPA Journal* magazine. Coordinated production of jobs for an on-site printing press and for outside vendors.
- Designed and formatted content for PICPA's web sites. Designed and coded all of ineedacpa.org.

**Graphic Design Intern**  
The Philadelphia Orchestra  
October 2003–January 2004  
PHILADELPHIA, PA

- Designed marketing and development materials, including newsletters, promotional cards, newspaper advertisements, program inserts, and Kimmel Center posters.
- Designed print campaign promoting concert with vocalist Ute Lemper.
- Developed project management skills through editing, bidding, and proofing of jobs.

## OTHER WORK EXPERIENCE

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**Litigation Paralegal**  
Kohn, Swift & Graf, P.C.  
November 2002–June 2003  
PHILADELPHIA, PA

- Analyzed subpoenaed materials and created chronologies of events.
- Selected "hot" documents for attorneys' reference in depositions.
- Researched and summarized legislative histories via the Lexis-Nexis database.
- Wrote memoranda on the attorney-client privilege from research of treatises, journals, and case law.

**Corporate Paralegal**  
Cleary Gottlieb LLP  
September 2001–May 2002  
LONDON, ENGLAND

- Researched American and British precedents, case law, and company filings.
- Managed documents during closings of debt and equity offerings.
- Performed extensive analysis of employment contracts during due-diligence phase of a merger between pharmaceutical companies.

## TECHNICAL SKILLS

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**Print**

Advanced skills in Adobe InDesign, Photoshop, and Illustrator.  
Understanding of technical aspects of digital imaging, offset printing, and software workflows.

**Screen**

Advanced skills in standards-compliant web design (hand-written XHTML and CSS).  
Proficient in Dreamweaver, MySQL databases, content management systems, PHP, basic Javascript, and After Effects.