

skills

- ♦ Graphic design (Photoshop, Illustrator, Freehand)
- ♦ Desktop publishing (PageMaker, Quark, PowerPoint)
- ♦ Word processing (Microsoft Word, WordPerfect)
- ♦ Operating systems: Macintosh, Unix, Windows, DOS
- ♦ Design and layout of HTML documents for World Wide Web
- ♦ 10+ years experience on the Internet
- ♦ Extremely fast learner

work history

Graphic Specialist

Lean Aerospace Initiative, MIT

Sept. 1999 - present
Cambridge, MA

- ♦ Responsible for design and execution of all graphics for company, including projects such as:
 - ♦ 7.5' display panels and collateral pieces for trade show booth
 - ♦ New company logo
 - ♦ T-shirts and polo shirts distributed to over 100 conference attendees
 - ♦ Complete re-design of web page
 - ♦ Powerpoint presentations

Production Assistant & Media Producer

Virtual Music Entertainment

June - Dec. 1997
Andover, MA

- ♦ Created graphics and animations for game interface
- ♦ Performed quality control for media conversion to improve compressed image quality
- ♦ Gathered information for credit screens and kept graphics current with changing information
- ♦ Tested software for graphic and programming errors and assisted in calibrating game play difficulty.

President

Nonprofit Outreach Network, Inc.

1995 to 1997
Cambridge, MA

- ♦ Explained Internet and World Wide Web to nonprofit organizations and worked with them to design appropriate pages for their group
- ♦ Developed template web pages for use by various nonprofit organizations
- ♦ Created and coordinated international internship program

Database Manager

Mass General Hospital Neuropsychology Lab

1994 to 1995
Boston, MA

- ♦ Assisted in design, programming and debugging of end user application for database of research subjects and data
- ♦ Instructed lab members in navigation of Internet and located specific resources as needed

Office Manager

Congregation Eitz Chayim

1991 to 1994
Cambridge, MA

- ♦ Developed several relational databases including automatic billing system
- ♦ Designed new layout for congregation newsletter; edited monthly editions
- ♦ Organized annual auction fund-raiser, including contacting potential donors, tracking inventory of donations, creating catalog, and tracking purchase prices
- ♦ Supervised office assistant

education

Bachelor of Arts, cum laude, Psychology

Boston University

May 1991
Boston, MA

Computers in Education graduate courses

Lesley College

1991 to 1992
Cambridge, MA

interests

Served as newsletter editor for SpeakOut (formerly the Gay Lesbian & Bisexual Speakers Bureau) for three years, Jewish community work