

PORTFOLIO

www.unozip.com

FREELANCE

(Partial List)

Mark S. Johnson Photography — September 2007 to Present

Boulder, CO

Web Design, Custom WordPress Site

Webmaster, Web Site Maintenance

www.msjphotography.com

Sergio Ballivian Photography — August 2007 to Present

Boulder, CO

Web Design, Custom WordPress Site

Web Design, PhotoShelter Integration

HTML Email Design

blog.sergiophoto.com

stock.sergiophoto.com

Naropa University MFA Program — November 2007 to May 2009

Boulder, CO

Performance Photography

www.naropa.edu

Crispin Porter + Bogusky — September 2007 to May 2009

Boulder, CO

Digital Technician, Photographer's Assistant

www.cpbgroup.com

WORK EXPERIENCE

SELF-EMPLOYED

August 2007 to Present

Boulder, CO / Brooklyn, NY

www.unozip.com + www.alexmilesyounger.com

Web Design / Print Design / Retouching / Photography

- Web design and front-end development for individuals and small businesses; specializing in custom WordPress sites.
- Handcoded HTML and CSS, with proficiencies in PHP, MySQL, and JavaScript (jQuery library).
- Print design and pre-press for posters, booklets, postcards, business cards, envelopes, and identity packages.
- Photoshop retouching with a specialty in portrait retouching.
- Headshot, performance, and publicity photography for performing artists.
- Assists photographers as a digital technician and photographer's assistant for advertising/commercial shoots with clients including: Coke Zero, Burger King, Descente, Geek Squad, Old Navy, Microsoft, Nike and Volkswagen.
- Expert-level knowledge of Photoshop and Lightroom, with working knowledge of InDesign, Illustrator, Flash, Bridge, and Capture One.

WORK EXPERIENCE (Continued)

HEALTHWORKS THEATRE

Chicago, IL
www.healthworkstheatre.org

August 2006 to August 2007

Managing Director

- Responsible for running the fiscal, administrative and fundraising operations for a nonprofit educational outreach theatre with a yearly operating budget of \$128K.
- Lead staff member for fundraising activities including: proposal writing, grant maintenance and reporting, soliciting and cultivating individual donors, and appeal mailings. Served as secondary staff for annual gala planning.
- Managed the performance booking process which included marketing to schools, cold-calling, brochure mailings, drawing up contracts, invoicing, accounting for payments and following up with schools to ensure a smooth process.
- Worked with the board of directors to create and implement the organization's strategic and operating plans.

DONORS FORUM OF CHICAGO

Chicago, IL
www.donorsforum.org

January 2004 to July 2006

Executive Associate August 2005 - July 2006

- Coordinated the membership renewal process for a regional nonprofit and philanthropic membership organization.
- Staffed the Resource Development Committee and aided the fundraising team in writing proposals and preparing grant reports while utilizing the iMIS software to develop and maintain a fundraising database.
- All duties listed below as Administrative Assistant.

Administrative Assistant January 2004 - August 2005

- Provided front-line customer service by functioning as the primary receptionist and ensuring a professional, friendly and efficient profile for the organization.
- Managed the office, ordered supplies, and maintained equipment.
- Provided administrative support to the President including: travel arrangements, meeting coordination, document creation, travel and expense reports, correspondence, committee support and assistance with fundraising.

RELATED SKILLS

Eighteen years of computer and web expertise. Professional experience with Adobe Creative Suite (Photoshop, InDesign, Illustrator, Flash, Bridge, Lightroom, Acrobat and Reader), Microsoft Office (Word, Excel and Outlook) and QuickBooks. Type 60/wpm. Six years of customer service employment as a video store clerk, pizza delivery driver, theatre usher, restaurant server and receptionist.

EDUCATION

Webster University
Bachelor of Fine Arts in Theatre, with departmental honors - 2003
St. Louis, MO

REFERENCES

References available upon request.