



PROFESSIONAL EXPERIENCE

Graphic Design and Marketing Experience

Neo-Design Studios, March 2005-Present

Owner, Graphic Artist

Design and maintain Websites, create logos, business cards, letterhead, brochures, programs, postcards, newsletters, annual reports, packaging, cd covers, and more. Clients include the Boulder Philharmonic Orchestra, InnerMotion Pilates Studio, Wildplum Business Advisors, BIPR (Boulder Institute for Psychotherapy and Research), Help-Out Inc., Intercambio de Comunidades, Audience Development Specialists, artist Penni Pearson, GECCO Good Eye Care Company, the Boulder Weekly, the Colorado Music Festival, and Promusica Colorado Chamber Orchestra.

Brock Publishing, part-time, February - April 2007

Ad Designer Intern

Design ads for the spring edition of Home & Garden Magazine, Boulder, CO.

Nancy Ollanik

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Freelance Graphic Designer, part-time, 2001-February 2005

Created brochures, business cards, and Websites for businesses and non-profit groups. Clients included Columbine Elementary, Ollanik Construction and the Parenting Place.

Financial & Administrative Experience

University of Colorado Foundation, Engineering Development, 1998-2005

Accounts Manager/Administrative Assistant

Account Management responsibilities included managing office budget, college accounts, fund agreements, pledges, student workers, and acting as liaison for College accounting personnel. Administrative responsibilities included managing college board meetings and creating reports and letters for the Dean.

University of Colorado Foundation, Financial Operations Dept., 1995-1998

Primary responsibility was coordinator of matching gifts program between donors and corporations. Other responsibilities included preparing daily bank deposits, processing donor and corporate funds, and tracking pledges.

TECHNOLOGY

Mac, PC, Adobe Design Suite- Photoshop, Illustrator & InDesign, Dreamweaver, Flash, HTML, CSS, Wordpress, Microsoft Word, Excel, and PowerPoint.

EDUCATION

University of Colorado at Boulder, Bachelor of Environmental Design,
emphasis on Urban Planning

Front Range Community College, Certificate in Graphic Design