

Specialized Subheading

Karen Smith

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EDUCATION:

Salem State College
Bachelor of Arts in Art
Concentration: Graphic Design Minor: Art History
GPA: 3.7
Salem, MA
May 2008

COURSE PROJECTS:

*Designed graphics for a mock webzine *Created a graphic design portfolio

RELEVANT COURSES:

*Electronic Publication Design *Graphic Design Theory and Application
*Art of the Modern World *Intro to Business

COLLEGE ACTIVITIES:

*Student Government Association, President *Program Council, Activity Coordinator
*Art Society, Vice President *African - American Association, Treasurer

GALLERY EXPERIENCE:

Tremont Gallery Boston, MA
Gallery Assistant 06/06-01/08

- Designed floor plans, handled catering arrangements and developed key marketing strategies.
- Maintained insurance database and answered inquiries.

OTHER EXPERIENCE:

Peabody Institute Library Peabody, MA
Research Assistant 09/07- Present

- Prepare statistics for an annual survey maintain database.
- Assist staff with promotion of library programs.
- Answer phone inquiries and refer appropriately.

Children's Museum Boston, MA
Volunteer 03/04-06/06

- Trained new volunteers.
- Aided children with interactive museum projects, and answered phones.

TECHNICAL SKILLS:

Hardware: IBM, Macintosh
Software: PageMaker, Microsoft Word, Frontpage, FileMaker Pro