

## Education

**Pratt Institute**, Brooklyn, New York (Class of 2007)  
Master of Fine Arts Degree, Graduated with Distinction  
Awarded Outstanding Merit in the Department of Fine Arts  
Recipient of the Pratt Circle Award for Outstanding Academic Achievement

**Skidmore College**, Saratoga Springs, New York (Class of 2001)  
B.A. History & Economics  
Member of Phi Alpha Theta, International Society for Excellence in History  
Recipient of the Sara Bennett Memorial Prize for Leadership in Student Journalism

**New England School of Photography**, Boston, MA (2003 - 2004)

**University of New South Wales**, Sydney Australia (Fall 1999)

**Studio Art Centers International**, Florence, Italy (Summer 1998)

## Work Experience

**Web Content Manager**, Graphicmachine, New York, New York (June 2006 - Present)  
Assist head of company with daily operations and maintenance of websites, design and edit websites, generate ideas for current and new projects, perform research and prepare presentations for new and existing clients.

**Gallery Intern**, Sara Meltzer Gallery - New York, NY (Summer 2006)  
Assisted gallery directors with daily operations, including handling and preparing artwork, updating and organizing artist files, maintaining databases and preparing and installing new exhibits.

**Legal Assistant**, Stillman & Friedman, P.C. - New York, NY (2004 - 2005)  
Worked on civil and criminal cases involving high-level executives, partnerships and corporations. Assisted senior partners on complex trials involving real estate transactions, the securities and financial services industries, telecommunications, accounting and law. Managed large-scale document productions, attended client meetings and hearings, performed extensive research on case law. Prepared trial exhibits and demonstratives.

**Legal Assistant**, Goodwin Procter LLP - Boston, MA (2002 - 2004)  
Assisted senior attorneys who served as part of national counsel for a major corporation. Prepared case materials for use during trial. Managed a 60-plaintiff case involving complex document productions and reviews. Wrote memoranda outlining the productions to assist attorneys writing briefs and motions.

**Reporter**, The Times Record - Brunswick, ME (2001 - 2002)  
Worked as a beat reporter for a daily newspaper covering four towns and a major school district. Wrote a combination of hard news and feature stories on deadline. Concentrated on issues involving municipal government, community and corporate development, local and statewide politics, education and human interests.

**Museum Intern**, The Historical Society of Saratoga Springs (Spring 2001)  
Worked with the society's head curator to research, develop and mount special collections for gallery exhibits.

**Journalism Intern**, The Schenectady Gazette - Schenectady, New York (Fall 2001)  
Worked closely with senior reporters. Attended weekly team meetings to pitch and develop story ideas, as well as conducted interviews and wrote feature articles.

## Other

**Skills:** Adobe Photoshop, Adobe Illustrator, Dreamweaver, PC and MAC Platforms