

MARY LOU NYE

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GRAPHIC DESIGN EXPERIENCE: 1994 to present

Design and manage production of small and large projects from concept through delivery: logos and collateral, brochures and folders, print ads, newsletters, directories, books, illustrations, and websites. Organize, write, and edit marketing materials, research pictures and permissions, put jobs out to bid, manage production for offset and digital jobs in the US and Korea. Work on Quark Express, Adobe CS3 and FTP uploads via Fetch, on Mac's. Collaborate with other professionals: photographers, writers, editors, photo researchers, printers, and web designers to bring projects to fruition. Clients include Northeast Hospitals, Harvard University, Radcliffe College, Tufts University, UC Berkeley, Rockport Publishing, Banjo Dog Press, Cooks Illustrated. 1994 to present.

ASSISTANT TO HEAD OF SCHOOL, DIRECTOR OF DEVELOPMENT

Responsibilities included coordination and editing of school newsletter and other development materials and campaigns, receptionist, scheduler, event planner, coordination of volunteers. Glen Urquhart School, Beverly MA. 1990-1994.

DRAFTSPERSON/ADMINISTRATIVE ASSISTANT

Pencil on mylar HV/AC building and system renovation drawings for large multi-family buildings and accompanying contract documents. Administrative tasks. Citizens Conservation and Citizens Energy Corporation. 1985-1990.

EDUCATION

Masters Certificate in Landscape Design. Radcliffe Seminars. Cambridge MA.

Bachelor of Science, Elementary Education and Art Education. Salem State College.

Additional college level classes in watercolor, ceramics, papermaking, illustration, calligraphy, art education and minority education at Salem State College, Mass College of Art, U. Mass Boston, and Montserrat College of Art.

REFERENCES

Available upon request.