

Melanie De Cola

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OBJECTIVE

To promote sustainable design solutions while increasing collaboration and understanding between designers and the public.

EMPLOYMENT

Architecture for Humanity | San Francisco, CA | Graphic Designer | June 2008 – May 2009

Primary graphic designer, designed book about the Biloxi Model Home Program. Designed all graphics for 2009 Open Architecture Challenge. Created environmental graphics for the office remodel and wall decals for donors. Created web graphics for various competitions and chapter networks. Designed fundraising materials and cards.

Dwell Magazine | San Francisco, CA | Production Coordinator | February – October 2007

Managed creative materials for editorial features of the magazine and was primary contact for pre-press house. Coordinated with art team and printer, responsible for preflighting articles, tracking images. Created dummy binders for magazine and coordinated magazine shipments. Created printer imposition forms and magazine page templates.

Zealous Media | Wheat Ridge, CO | Graphic Designer | May 2005 – August 2006

Designed ads, covers, layouts, logos and coupons for magazines with national distribution.

Fairfax County School Aged Child Care | Great Falls, VA | Teacher | June 2004 – February 2005

Managed programming for teachers and 65 children in after-school care. Emphasis on arts education.

Greater Reston Arts Center | Reston, VA | Administrative Coordinator | December 2003 – August 2004

Gallery management, sales, exhibit installation and event management. Newsletter, brochure and mailer design. Database management and bookkeeping. Northern Virginia Fine Arts Festival artist relations and registration.

Friends of the Torpedo Factory Art Center | Alexandria, VA | Administrative Coordinator | April – December 2003

Assistant to Executive Director. Designed newsletters, flyers, postcards. Membership event management. Contact for Embassies showing artwork. Coordinated art displays at Reagan National Airport. Oversaw all volunteers.

COMPUTER SKILLS

Adobe Photoshop, InDesign, Illustrator, ImageReady

Quark Xpress

Dreamweaver, Flash, HTML coding

Microsoft Office Word, Excel, PowerPoint

Filemaker Pro, Quickbooks Pro

Digital and film photography

Mac and PC operating systems

HONORS

Member of Project M South Summer 2009 team. Converted 20' steel container into (blank)LAB, also helped create <http://ashholes.org>.

VOLUNTEER POSITIONS

Compostmodern Conference | San Francisco, CA | January 2008, February 2009

Event and speaker support for annual AIGA sustainable design conference.

EDUCATION

2006 – ongoing, Academy of Art University, MFA in graphic design in progress.

2005 Certificate, Art Institute of Colorado, Web design, HTML, Flash.

2000 – 2002 BA, Fine Art, University of California, Santa Cruz

1998 – 2000 The School of the Museum of Fine Arts

San Francisco, CA

Denver, CO

Santa Cruz, CA

Boston, MA