

Claire Crevey

Graphic Designer, Writer, and Editor

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SKILLS

- Graphic Design, Web Design, Prepress Production
 - Writing, Copyediting, Proofreading
 - Marketing and Communication
 - Database and Project Management
 - InDesign, Photoshop, Illustrator, Word, Excel, PowerPoint
 - WordPress, Facebook, Twitter, Instagram, LinkedIn, SurveyMonkey, MailChimp
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EDUCATION

Bachelor of Arts, English
University of Michigan
1998–2002

**Continuing Education:
Media Arts & Visual
Communication**
Indiana University–Purdue
University Indianapolis
2007–2008

REFERENCES

Additional experiences and references are available upon request.

EXPERIENCE

Graphic Designer, Writer, and Editor

Freelance, 2004–Present

My design projects include branding, logos, business cards, web banners, brochures, infographics, case statements, illustration, and websites. I design books of all kinds, including the front and back covers and all interior pages. My writing includes the sales copy on the backs of books, plus feature stories, interviews, profiles, and marketing copy. I edit résumés, grant proposals, and website content, as well as books, including memoirs, fiction, and academic writing. Since 2004, I have freelanced anywhere from full-time to doing occasional side projects.

Communications and Publicity Manager

Boulder Shambhala Meditation Center, April 2018–May 2019

I created all publicity for the Center, including marketing campaigns, press releases, local event listings, digital and print ads, brochures, and posters. I administered the Center's WordPress website and blog as well as Facebook, Twitter, Instagram, LinkedIn, and MailChimp accounts. I created an online auction, SurveyMonkey surveys, and weekly email newsletters. This position required close collaboration with Center staff, volunteers, event cosponsors, and the media, plus expertise in database administration, photography, copyediting, and project management.

Production Artist

Sounds True, January 2013–February 2017

This position blended production artist duties with graphic design, requiring both creative and technical skills. I collaborated with designers, writers, proofreaders, and printers to carry projects from conception and design through all preflight processes and file archiving. I designed audio and video program packaging, worked page-by-page on books, and created magazine ads, memes, social media banners, stickers, trade catalogues, interactive PDF forms, instruction manuals, and calendars. My organizational work included creating and maintaining an online art file archive. This position required careful attention to detail as well as strong typographic, layout, photo editing, and organizational skills.

Copywriter

Sounds True, July 2012–July 2015

I wrote the sales copy for the backs of book jackets and audio/video program packaging. I wrote many pieces describing apps for the iTunes store and created digital marketing copy for email blasts, online courses, and the Sounds True website.

Proofreader

Sounds True, April 2012–January 2013

Working closely with writers and production artists, I proofread advertisements, posters, bookmarks, emails, podcast transcripts, the company website, and sales copy on the backs of books, music packaging, and audio/video packaging.