



Stephanie Graham

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EXPERIENCE | *Production Artist* | T.F. Scott Design, Los Angeles, June, 2005 - present

- Produce and manage all design projects from start to finish for T.F. Scott's high-end clientele, including hotels, law firms, gyms, financial firms, and spas
- Handle multiple production and design tasks while adhering to tight deadlines
- Maintain relationships with printers, vendors, and clients to ensure all projects run smoothly, meet deadlines, and satisfy client needs

Graphic Designer | AppleOne, Torrance, August, 2004 - June, 2005

- Designed marketing collateral including logos, tri-folds, brochures, marketing campaign materials, posters, business cards and other materials as needed

Graphic Designer-Freelance Design | Stephanie Graham Design Studio 2003 - present

- Various projects as needed including CD covers, flyers, wedding programs, business cards and stationary, and logos

Freelance Designer and Grants Director | Mount St. Mary's College, Los Angeles, November, 2002 - July, 2004

- Designed printed materials including brochures, postcards, inserts and invitations
- Wrote content for *The Mount*, the College's quarterly publication
- Wrote grants to raise \$3 million in funds for capital projects and student scholarships
- Managed two staff members on grants team

Grants Coordinator | The Museum of Contemporary Art, Los Angeles, December, 1999 - November, 2002

- Wrote proposals to fundraise for exhibitions and programs
- Coordinated and maintained relations with corporate, government and individual donors
- Worked with Curatorial Department to draft exhibition descriptions

EDUCATION | *UCLA Extension Graphic Design Program* | 2000 - Present

- Completed courses in Illustrator, Photoshop, Quark, typography, color theory and design

New York University | 1997- 1999

- M.A in Visual Arts Administration

University of Wisconsin, Madison | 1993-1997

- B. A. in Cultural Anthropology

SKILLS | *Proficient on Mac OSX in the following applications:*

- InDesign, Quark, Illustrator, Photoshop, and Microsoft Office Suite
- Experience with Macromedia Dreamweaver and Flash