

Julia Niedzwiecki



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Education

A.S. Graphic Design	the Art Institute of California-San Francisco	March 2008
B.A. Comparative Literature	Bryn Mawr College	May 2006

Skills

<i>Adobe CS2 & 3:</i>	Photoshop	QuarkXpress
	InDesign	Flash
	Illustrator	Dreamweaver
	Acrobat	Impoze -mapping software
<i>Microsoft Office:</i>	Word	Fireworks
	Excel	Mac & PC
	PowerPoint	

- Quick learner
- Dedicated
- Creative
- Organized
- Motivated
- Competitive
- Team player
- Enthusiastic
- Leadership and Communication skills
- Work well under pressure
- Always see projects through to completion

Employment

Wainscot Media	Montvale	NJ	Sept 2008 - Jan 2009	
<i>Production Assistant</i>				
Placed and preflighted ads according to magazine specifications. Created pdfs of all pages to post to InSite, our printer's online publishing software. Laid out magazine with Impoze, our mapping software. In charge of in-house proofs and maintaining print schedule. Uploaded pages to our online magazine site. Converted contracts and generated weekly ad sales reports.				
Victoria's Secret	San Francisco	CA	Jun - Dec 2006	
<i>Sales Associate</i>				
Provided personalized customer assistance. Set up displays according to corporate standards.				
Uncut Pages Theater Company	Philadelphia	PA	2004 - present	
<i>Co-Founder and Active Member</i>				
Involved with producing shows, acting, locating venues, selling tickets, fund-raising, technical work backstage with lighting and sound, and set creation.				
<i>Creative Director</i>				
In charge of branding the company by creating a unified front of advertising and promotions. Create and print advertisements, posters, postcards, business cards. Updated website www.uncutpages.org				
Lavender's Blue	Bryn Mawr College	Bryn Mawr	PA	2003 - 2006
<i>Founder and President</i>				
Founded a cappella group. In charge of scheduling rehearsals, concerts, and fund-raising events. Designed insert for premier CD and advertisements, table-tents, posters, flyers, for concerts and events.				
Shakespeare Performance Troupe	Bryn Mawr College	PA	2002 - 2006	
<i>Advertising Lead</i>				
In charge of designing advertisements, posters, table-tents, flyers, programs, and sets for performances.				
<i>Director and Senior Member</i>				
Involved with acting and producing.				
Directed a performance of <i>As You Like It</i> (Nov. 2005.) Managed 16 person cast, constructed stage set, coordinated performance and rehearsal schedule with another director so our shows would not conflict.				
Food For Thought Productions	New York	NY	2002	
<i>Intern</i>				
In charge of compiling press-booklets. Collected media clippings, organized files, and maintained up to date press-releases. Delivered and organized current scripts for actors and writers.				