

06/2004-02/2005 **Flyer Magazine** **San Francisco, Ca**

SF Editor / Graphic Designer

Created, managed, and edited San Francisco event listings, features, and previews for a monthly print style/music/culture magazine distributed nationwide with a circulation of 165,000. Assisted with page layouts and designed advertisements www.flyermagazine.com

8/2003-2/2004 **American Academy of Ophthalmology** **San Francisco, Ca**

Contract Web Producer

Assisted e-learning department in editing and uploading content to website, image optimization, and web production. Produced a series of audio and visual PowerPoint presentations for the site. www.aao.org

5/2001-5/2003 **Macromedia/ Atom Shockwave** **San Francisco, Ca**

Production Assistant

Designed various statements and financial documents. Provided email support for filmmakers. Managed the implementation of a complex filmmaker database in order to save time and increase accuracy. Issued quarterly statements and processed royalties. www.shockwave.com

2/2000-12/2000 **Riffage.com** **San Francisco, Ca**

Web Producer / Record Label Manager

Produced written content on MP3 and artist promotion website. Encoded and uploaded music for artist/label pages. Controlled traffic flow, managed record label accounts and artist database on website. Found new and innovative techniques to marketing record labels on the site. www.riffage.com

6/1999-12/1999 **XLR8R Magazine** **San Francisco, Ca**

Office Manager / Assistant Graphic Designer

Managed office duties and a variety of projects presented by a cutting edge electronic music magazine. Handled interviewing and hiring of interns. Researched information for articles and features. Assisted with graphic design projects. Organized and planned several events for promotion of the release of upcoming issues. www.xlr8r.com

EDUCATION **1/1999-6/2002** **San Francisco State University** **San Francisco, Ca**

Graphic Design and Visual Communication major at San Francisco State University.

8/1995-12/1998

Santa Rosa Junior College

Santa Rosa, Ca

Associate of Arts Degree at Santa Rosa Junior College.

INTERESTS

Recently I participated in the National AIDS Marathon Training Program, and training for the 2005 Honolulu Marathon. I raised over \$5,000 for the SF AIDS Foundation, \$2,000 over my original goal. www.runningourassesoff.com

I also enjoy creating websites and flash movies, DJing, and producing electronic music.