

# Caitlin Cuthbert

caitcuthbert@gmail.com

## QUALIFICATIONS SUMMARY

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### Creativity

- Excellent formal sense, able to design effective layouts and images for commercial purposes
- A fast, flexible learner and able to stay productive with little supervision
- Write comprehensive articles, essays and press releases

### Management and Communication

- Motivated to collaborate and lead to organize events and activities
- Comfortable working with and assisting the public
- Communicate well over the phone and online, and in front of large groups

### Technical Proficiency

- Adobe Photoshop, Illustrator, InDesign, Flash and Dreamweaver (CS4)
- Microsoft Word, Excel, Powerpoint and Outlook
- Able to work with both Windows and Mac operating systems
- Experience creating and maintaining websites with flash, HTML and CSS and Drupal

## EDUCATION

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BFA (Visual Arts) min. Computer Science with Co-operative Education *with distinction*  
University of Victoria

## DESIGN RELATED COURSE EXPERIENCE

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### Art Education – Introduction to Graphic Design

University of Victoria - (September 2009 – December 2009), Victoria, BC

- Discussing current design principles and methods used in commercial design
- Studying and applying advanced Photoshop techniques to assigned projects
- Designing a 3D paper toy, a postcard and a poster for a charity of choice

### Software Engineering - Human Computer Interaction

University of Victoria - January 2010 - April 2010

- Applying basic design principles to analyze and improve existing user interfaces
- Exploring methods of user testing and system analysis
- Applying software development life cycle processes to final project
- Conducting a final team project involving real clients to design a product applying the early stages of the development life cycle. Created a GPS interface for vision-impaired clients on UVic campus.

## DESIGN AND ART RELATED WORK EXPERIENCE

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### University of Victoria Art Collections (UVAC)

Curatorial Assistant and Graphic Designer - (October 2008 – April 2010), Victoria, BC

- Designing original posters, pamphlets and other promotional material for gallery events and exhibitions
- Scheduling publicity, writing media releases for Maltwood Art Museum & Gallery and satellite galleries
- Photographer at gallery events and recording artifacts for database
- Writing updates for website and social media outlets
- Collaborating with local artists and designers
- Installing 2d and 3d artwork and artifacts, accessioning and condition reporting, updating online database.

### Canadian Mental Health Association BC Division (CMHA BC)

Communications Assistant - (September 2010 – April 2011), Vancouver, BC

- Writing and gathering articles for e-newsletters *Mind Matters* and *Bottom Line Conference*
- Designing web content and promotional materials (posters, reports, web banners)
- Layout design of CMHA's quarterly mental health magazine *Visions*
- Contributing daily updates to CMHA websites and social media outlets with event and health news
- User-testing and training for the communication department's new database software

### University of Victoria Printing Services

Print Production Assistant - (May 2010 – August 2010), Victoria, BC

- Contacting and assisting clients with preparing their print materials
- Prepress duties: adjusting colours, type, crops and image quality in PDF files
- Managing multiple print jobs on 3 black and white digital print machines
- Operating finishing machines for booklet making, folding, scoring, saddle stitching and coil binding

### Emily Carr House

Web Designer - (February 2009 - April 2009), Victoria, BC

- Planning and composing an attractive website for the Emily Carr House's *Beginnings* exhibition
- Designing an interactive gallery component with Adobe Flash

### St. Michaels University School (SMUS)

Marketing Assistant - (May 2008 - August 2008), Victoria, BC

- Assisting with designing and editing promotional materials
- Photographer for events and advertising
- Writing articles for the weekly online publication *SMUS Review*

## CUSTOMER SERVICE WORK EXPERIENCE

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### Studios for Integrated Media, University of Victoria

Lab Assistant - (September 2007 - April 2008), Victoria, BC

- Troubleshooting with on-the-spot knowledge of Mac OSX and Adobe Photoshop and Final Cut Pro
- Excellent people skills, and having an easy-going attitude

### Royal Bank of Canada

Customer Service Representative - (May 2006 - December 2007), Prince Rupert and Victoria, BC

- Serving and actively listening to clients in a professional manner
- Staying focused and relaxed within fast-paced work environments

## **VOLUNTEER ACTIVITIES**

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### **Prince Rupert Library**

Volunteer Designer - (2008 to present) Prince Rupert, BC

- Creating post cards, posters and programs for special events (Auction, Puppet Show, Digital Archive)

### **University of Victoria Sustainability**

Exhibit Installer – March 2009), Victoria, BC

- Installing artworks for Creative Discourses: Perspectives of Art and the Environment (March 2-7)

### **Art Gallery of Greater Victoria (AGGV)**

Traffic Marshal – (July 2009), Victoria, BC

- Responsible for directing traffic and gathering donations at the AGGV's annual Moss St Paint-In

### **Harbour Theatre Society**

Actress, Usher – (June 2005 – December 2007) – Prince Rupert, BC

- Actress in several Udder Theatre Festival plays
- Moving and setting up audio-visual equipment, controlling sound and lighting cues

## **AWARDS**

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2009/2010

- Diane Mary Hallam Achievement Award – Bursary earned for outstanding academic performance.

2006

- Community Arts Council Bursary (Prince Rupert)
- University of Victoria Faculty Scholarship
- University of Victoria Presidents Scholarship

## **PERSONAL INTERESTS**

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I enjoy biking, crafts, darkroom photography and experimenting with digital and traditional mediums.