



Laura Norris

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• EDUCATION •

Stonehill College, Easton, MA

Bachelor of Arts, Fine Arts Graphic Design & Communications, Class of 2009

Cummulative GPA: 3.6 • Cum Laude • Lambda Epsilon Sigma–Stonehill College Honor Society • Dean's List–Six Semesters

University of Westminster Harrow School of Media, Art, & Design, London, England

International Semester, Spring 2008 • Concentration in Media Studies and Art History

• WORK EXPERIENCE •

Photographic Resource Center at Boston University, Membership & Administrative Assistant (March 2009—Present)

Graphic Design & Administrative Intern (September 2009—December 2009)

Design and edit web and print content and layouts, manage web advertising program, listings, direct mailings, and constant contact emails, balance and reconcile the budget, supervise interns, register new members, complete administrative tasks, manage mailings, monitor social networking sites, update database entries and conduct queries in new system while maintaining data integrity, provide logistical support preparing for and during special events, serve as point of contact for PRC patrons by monitoring the general email, responding to telephone inquiries, and welcoming and monitoring gallery visitors

D&E Auto Body, Freelance Web Designer (November 2009—Present)

Designing and coding a small business website with emphasis on logo redesign and branding

Department of Visual and Performing Arts, Stonehill College, Teaching Assistant (January 2009—May 2009)

Worked with students and the professor for the art history course, Art Since 1945, by organizing and leading review sessions

Stonehill College Alumni Office, Graphic Design Intern (January 2009—May 2009)

Created and updated material for print and the web, focused on establishing identity and promoting events

Cushing Martin Gallery, Graphic Design Work Study Student & Gallery Assistant (September 2008—May 2009)

Collaborated in curating the exhibition *Move Me: Kineticism in Art* and designing the publicity materials including postcards, posters, brochures, and exhibition catalogues, assisted with exhibition installations and gallery openings

Transcultural Exchange, Boston, MA, Graphic Designer (November 2008—January 2009)

Assisted with editing process and collaborated to design the sixteen piece catalogue and packaging for the international exhibition *Here, There and Everywhere: Anticipating the Art of the Future*

ArtSpace, New Haven, CT, City-Wide Open Studios Intern (Summer 2008)

Promoted and communicated with Connecticut artists interested in applying for the 11th annual City-Wide Open Studios Festival, managed online and printed artist directory, scheduled and conducted image resizing and uploading appointments

Card\$mart, Trumbull, CT, Sales Associate (June 2007—August 2008)

Opened and closed the store, organized and stocked the shelves, collected daily reports, operated cash drawers and lottery machines

• COMPUTER SKILLS •

Macintosh and PC Platforms. Fluent in Adobe InDesign, Adobe Illustrator, & Adobe Photoshop. Conversant in Adobe Pagemaker, Adobe Acrobat, Adobe Dreamweaver, HTML, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, & Microsoft Access, QuickBooks

• FEATURED ARTWORK •

InHouse Design, Stonehill College's Student Run Graphic Design Studio (September 2008—May 2009)

Collaborated to design the student literary and fine art magazine, *Cairn*, created layout template for student newspaper, *The Summit*, designed stickers for the student radio station, WSHL 91.3

Rolling Stonehill Magazine (Spring 2007—Spring 2009)

Photographs selected for publication in Stonehill College's Student Run Culture Magazine, Spring 2007, Fall 2008, and Spring 2009

The Design Annual (April 2009)

Featured graphic designer in the first annual student exhibition and catalogue *The Design Annual* in the Cushing Martin Gallery

Student Art Show (November 2008)

Featured photographer in the student exhibition in the Roche Commons at Stonehill College

Study Abroad Photo Contest (Fall 2008)

Won 1st and 2nd place after submitting photographs for juried contest

• COLLEGIATE ACTIVITIES •

H.O.P.E. Alternative Spring Break, Volunteer in Guaimaca, Honduras (March 2009) and **Lima, Peru** (March 2007)

New York City Urban Immersion, Volunteer at God's Love We Deliver (January 2009)

Student Alumni Association, Public Relations Committee Member (Spring 2007—Spring 2009)

Stonehill Musical Theatre Club, Sound and Lighting Technician (Spring 2006—Spring 2009)

Encountering Christ Retreats, Student Leader (Fall 2005—Spring 2009)

Chapel Choir, Member (Fall 2005—Spring 2009)

Relay for Life, Volunteer and Team Captain (Spring 2007 and Spring 2009)

Trinity Catholic Academy, Tutor and After School Art Volunteer (Fall 2007)