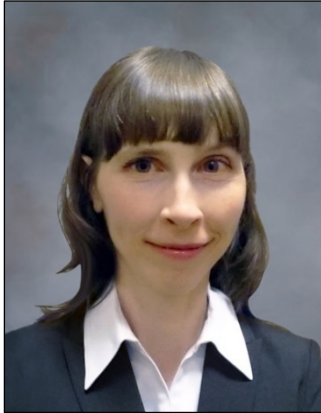




CLAIRE E. CREVEY



Ms. Crevey is the Assistant Graphics Manager at Long International. She has more than 16 years of experience in professional graphic design, writing, editing, and proofreading. Ms. Crevey has worked with many diverse clients with unique needs, including consulting firms, small businesses, nonprofit organizations, and the publishing industry. She has designed, edited, and proofread complex documents including books, case statements, trade catalogs, and multi-page brochures. Her experience also includes branding, logos, business cards, web banners, brochures, infographics, illustration, and websites. Ms. Crevey's projects often employ a variety of her skills in visual and verbal communications. She has expert skills in Adobe Photoshop, InDesign, and Illustrator as well as Microsoft Office software programs including Word and Excel.

EDUCATION

Studies in Media Arts and Visual Communication, Indiana University–Purdue University Indianapolis, 2007–2008

Web Markup and Style Coding Certificate, Web Site Development Fundamentals Certificate, and Desktop Publishing Fundamentals Certificate, University Information Technology Services, Indiana University–Purdue University Indianapolis, 2007–2008

Cornell Prelaw Program and Internship in New York City, Cornell University, 2002

B.A., with Distinction, English, University of Michigan, 2002

Studies in Literature and History, National University of Ireland Galway, 2001

PROJECT EXPERIENCE

Ms. Crevey's design projects include original illustration, intricate photo editing, infographics, and branding. Representative project experience includes the following:

- Designed book jackets and all interior page layouts for multiple books and coordinated final printing with outside vendors. Copyedited and proofread book manuscripts and wrote sales copy for the back covers of books. These books included photography, poetry, painting, fiction, memoirs, guides, and academic texts.
- Designed casebooks for multiple consultants and nonprofits and an Annual Report for Indiana University–Purdue University Indianapolis. Created a monthly nonprofit newsletter and a weekly email newsletter.
- Designed posters, flyers, tee shirts, magnets, stickers, infographics, calendars, interactive PDF forms, web banners, social media graphics, and memes. Created ads for magazines, newspapers, and websites.
- Branded small businesses, including designing logos, business cards, brochures, websites, and brand guidelines.
- Wrote sales copy for apps, emails, websites, audio programs, and books. Also wrote feature stories, including interviews.
- Copyedited and proofread résumés, grant proposals, podcast transcripts, email newsletters, and websites. Edited a program guide for the Parliament of the World's Religions.
- Managed marketing campaigns and publicity channels, including administering Facebook, Twitter, Instagram, LinkedIn, and MailChimp accounts. Administered websites and blogs, wrote press releases, and coordinated publicity with cosponsors.



PROFESSIONAL EXPERIENCE

Long International, Inc.

Denver, Colorado Area (October 2020 to Present)

As Assistant Graphics Manager for Long International, Ms. Crevey designs expert report graphics, financial and schedule-related charts, and templates for business development proposals. In addition, she creates and updates company brochures, articles, résumés, PowerPoint presentations, and technical textbooks. Ms. Crevey is also responsible for creating marketing materials, maintaining an organized digital library of graphics and design elements, and coordinating with outside vendors.

Freelance Graphic Designer, Writer, and Editor

Ann Arbor, Michigan and Indianapolis, Indiana and Boulder, Colorado (March 2004 to October 2020)

Ms. Crevey's freelance design projects included branding, logos, business cards, web banners, brochures, infographics, case statements, illustration, and websites. She designed books of all kinds, including the front and back covers and all interior pages. Her writing included the sales copy on book jackets, plus feature stories, interviews, profiles, and marketing copy. She edited résumés, grant proposals, and website content, as well as books, including memoirs, fiction, and academic writing. Between 2004 and 2020, she freelanced from full-time to occasional side projects.

Boulder Shambhala Meditation Center

Boulder, Colorado (April 2018 to May 2019)

As the Communications and Publicity Manager, Ms. Crevey created all publicity for the Center, including marketing campaigns, press releases, local event listings, digital and print ads, brochures, and posters. She administered the WordPress website and blog for the Center and oversaw Facebook, Twitter, Instagram, LinkedIn, and MailChimp accounts. She created an online auction, SurveyMonkey surveys, and weekly email newsletters. Ms. Crevey's position required close collaboration with Center staff, volunteers, event cosponsors, and the media, plus expertise in database administration, photography, copyediting, and project management.

Sounds True

Louisville, Colorado (April 2012 to February 2017)

At the multimedia publishing company Sounds True, Ms. Crevey worked as a Proofreader from April 2012 to January 2013, as a Copywriter from July 2012 to July 2015, and as a Production Artist from January 2013 to February 2017. In her first role as a Proofreader, she proofread advertisements, posters, bookmarks, emails, podcast transcripts, the company website, and sales copy on book jackets, music packaging, and audio/video packaging. As a Copywriter, she wrote the sales copy for book jackets and audio/video program packaging. She wrote many pieces describing apps for the iTunes store and created digital marketing copy for email blasts, online courses, and the Sounds True website. Her Production Artist position blended traditional production duties with graphic design, requiring both creative and technical skills. Ms. Crevey collaborated with designers, writers, proofreaders, and printers to carry projects from conception and design through all preflight processes and file archiving. She designed audio/video program packaging, worked page-by-page on books, and created magazine ads, memes, social media banners, stickers, trade catalogs, interactive PDF forms, instruction manuals, and calendars. Her organizational work included creating and maintaining an online art file archive. Ms. Crevey's position required careful attention to detail as well as strong typographic, layout, photo editing, and organizational skills.



Indiana University, Office of the Vice President for Information Technology

Indianapolis, Indiana (June 2008 to September 2008)

Ms. Crevey received a summer internship at the Office of the Vice President for Information Technology at Indiana University–Purdue University Indianapolis. As the Communications Intern, she designed the visual identity, logo, posters, website, flyers, and tee shirts for a series of technology fairs at Indiana University campuses around the state. She also wrote feature articles for print and online periodicals.

Boulder Shambhala Meditation Center

Boulder, Colorado (January 2005 to January 2007)

As the Administrative Coordinator for Publicity, Ms. Crevey administered all publicity for the organization, including strategizing marketing, designing materials, and managing volunteers. She designed and copyedited brochures, posters, flyers, magazine ads, and a monthly newsletter.

Crazy Wisdom Community Journal

Ann Arbor, Michigan (September 2003 to August 2004)

Ms. Crevey conducted, transcribed, and edited feature interviews with local spiritual teachers and healers for an established local publication. She wrote and edited feature stories about contemplative life and healing and provided photography and illustration.

New York City Law Department, Environmental Law Division

New York, New York (May 2002 to April 2003)

As a student in Cornell University's Prelaw Program and Internship in New York City, Ms. Crevey received a summer internship in the Environmental Law Division of the New York City Law Department. When Ms. Crevey completed the internship, the Division hired her as a Paralegal. In both roles, she conducted legal research, consolidated depositions, wrote official notices, and managed records of potential environmental hazards.