

EMMA ST. JEAN

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EDUCATION

Simmons University, Boston, MA (2019)

Bachelor of Arts
in Communications,
Concentration in
Graphic Design

SKILLS

SOFTWARE

Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Sketch
Microsoft Office

WEB DESIGN

Responsive design
HTML, CSS, JS
UX/UI
WordPress
Wix
Weebly

HARDWARE

Digital cameras
Video cameras
Microphones
OS: Mac, Windows

PHOTOGRAPHY

Portraits
Products
Venues/landscapes
Formats: web, print

SOCIAL MEDIA

Facebook
Twitter
Instagram
YouTube
Pinterest
Snapchat

LANGUAGES

Japanese: Intermediate
Spanish: Intermediate

WORK EXPERIENCE

Digital Media Associate: Providence Performing Arts Center, Providence, RI (2019-present)

- » Designed web and print advertisements in multiple sizes using show-specific branding.
- » Redesigned several ppacri.org pages to improve accessibility, relevance, and user engagement.
- » Performed regular content audits to ensure all information on the website was up-to-date and consistent.
- » Created Facebook events and website pages to promote upcoming shows.
- » Aggregated relevant industry news weekly for Broadway Buzz page.

Graphic Designer: Stillwater River Publishing, Pawtucket, RI (2019-present)

- » Designed covers for self-published fiction and non-fiction books, taking into account both the authors' vision and current marketing trends.
- » Designed covers and interiors for children's books.
- » Created marketing assets for the Rhode Island Authors' Expo 2019.

Freelance Graphic Designer: Boston Women's Fund, Boston, MA (2019-present)

- » Modernized logo according to current design trends.
- » Designed an additional version of the logo to celebrate BWF's 35th anniversary.
- » Designed invitations, programming, emails, and online ticket hosting for major donors.
- » Added content, announcements, and event information to bostonwomensfund.org using WordPress.
- » *Graphic Design internship: 2019*

Communications Lab Agent: Simmons University, Boston, MA (2018-2019)

- » Advised and critiqued students' creative work using Adobe Creative Suite.
- » Printed with professional-grade color printers and a variety of print projects.
- » Provided hardware and application support and managed inventory.

Graphic Design Internship: Barefoot Books, Cambridge, MA (2018)

- » Created layouts for the Spring/Summer 2018 catalog.
- » Rebuilt and edited the layout of a book in InDesign for republishing.
- » Designed promotional materials for events and for use by booksellers.
- » Created web pages promoting and selling audiobooks.
- » Designed images for Facebook introducing new characters from an upcoming book.

Web Design Internship: Artists' Exchange, Cranston, RI (2018)

- » Performed a content audit to determine the needs of a new website.
- » Designed the foundation of artists-exchange.org using Wix.

Studio 5: A student-led creative team; Simmons University, Boston, MA (2018)

- » Redesigned and rewrote from a student's perspective the promotional booklet promoting the Simmons University gen-ed curriculum to current and prospective students. Simmons adopted the redesign as their main promotional tool for the curriculum, and it changed the language administrators used to communicate with students.