CHARLEIGH LODER

ph: 617.254.3241 fx: 617-434-2800 leigh@rekab.net

SKILLS

MULTIMEDIA

Projects	Websites, Databases, Interactive Software, Product Demos, Kiosks
Digital Imaging	Scan, Retouch, Design, Layout, Web Optimization, Color Management
Photography	Portraiture, Studio Lighting, Minilab, Custom Printing, Mounting, Framing
Software	Photoshop, Dreamweaver, Flash, Director, Acrobat, MySQL, SoundEdit

DESIGN

Digital	Websites, HTML Emails, Captivate Screens, Banner Ads, Mastheads
Print	Invitations, Brochures, Flyers, Posters, Signs, Business Cards
Software	Quark, Photoshop, Freehand, Illustrator, Acrobat, Powerpoint, Word

ADMINISTRATIVE

Project Management	Client Interface, Scheduling, Budgeting, Production Management, QA
Office Support	Customer Service, Phones, Invoicing, Bills, File Archives, Supplies
Software	MS Word, Excel, PowerPoint, Access, Outlook, FileMaker Pro, Portfolio

EXPERIENCE

FLEET BANK 8/02 - present Assistant to Design Group
Administrative assistant, traffic manager and production designer for the internal graphics communications department. Duties include workflow management, project management, production design, customer service, database maintenance, office management, supply ordering, routine hardware maintenance, and invoice processing.

SELF EMPLOYED project basis Independent Contractor
Contract multimedia production support. Projects included: creation of Filemaker database for MIT, Director and Flash production of interactive training CD's for Animation Technologies, web design and production for Corporate Partners, website maintenance for Anderson Adler Cohen & Harvey and Dreamweaver training for various parties.

THE CAMBRIDGE FRAMERY 10/01 - 5/02 Digital Photo Lab Technician
Operated one hour photo lab, performed digital retouching, large format printing, slide imaging and studio portrait photography. Also maintained computer network and email.

BOSTON INTERACTIVE GROUP 11/99 - 6/01 Multimedia Production
Handled production of multimedia applications for Internet, CD-ROMs, and kiosks. Projects included websites, software, databases, installers and administrative tools.

ZEFER 9/99 - 4/00 Assistant to Design Group
Executive assistant, beta tester, production support and equipment manager for the design group of a start-up Internet strategy firm.

BOSTON PHOTO IMAGING 5/97 - 9/99 Photo Lab Technician
Progressed through many positions within the company including executive assistant, customer service, minilab technician, photo CD scanning, print finishing and framing.

EDUCATION

HIRAM COLLEGE 1995 - 1996
First year courses in English, philosophy, computer science, math and photography.

NOVA COMMUNITY COLLEGE 1996 - 1997
Second year courses in design, life drawing, art history and advanced photography.

NE SCHOOL OF PHOTOGRAPHY 1997 - 1998
Continuing education courses in studio lighting, Photoshop and advanced printing.

– References, Portfolio, and CD demonstrations are available upon request –