

jennifer runciman

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education

Center for Digital Imaging Arts at Boston University, Waltham, MA
Certificate in Graphic and Web Design, January · September 2009

Bentley University, Waltham, MA

Bachelor of Science, Information Design and Corporate Communication, 2004 · 2008
Honors: President's List, Fall 2006 · Dean's List, Spring 2007

Royal Melbourne Institute of Technology, Melbourne, Australia

Study Abroad Program, Fall 2006

Studied Australian Culture, International Marketing, Visual Communications, and Web Design.

technical skills

Adobe Creative Suite 3&4 (Dreamweaver, Fireworks, Illustrator, InDesign, Photoshop, Flash), BBEdit, CSS, Frontpage, Javascript, Mac OS X, Microsoft Windows 95/98/XP, MS Office 2007, QuarkXPress, XHTML, XML

project experience

Boston Wine Expo Advertisement Concept

- Created a print layout and acted as Art Director to the photographers on site

Village Trattoria Pizza Website Concept

- Redesigned website and implemented an ordering system using PHP

The Autism Resource Center of Central Massachusetts Website Redesign

- Reorganized & designed the non-profit's current site to represent their efforts in helping Autistic children and their families residing in Central Massachusetts

work experience

Crosscut Media, Leominster, MA

September 2009 – Present

Web Design & Development Intern

- Design and implement Flex XML scripts to create web advertisements
- Work with advertising advisor to construct advertisements that will attract customers to specific brands

CerconeBrownCurtis, Boston, MA

September - December 2007

Public Relations Intern

- Composed and assembled media lists relating to seven different clients
- Pitched to approximately ten publications daily concerning client products
- Produced mailings and media kits for events involving clients

Chris Trayer Photography, New York, NY

May 2007 - August 2007

Jewelry Photography Intern

- Interacted with advertising agencies to create catalogue and magazine spreads
- Utilized Photoshop to prepare digital images for print media

activities

Professional Association of Diving Instructors - Certified Diver

- Earned certification in Open Water Diver program and have continued to dive in multiple countries

community service

Sandra's Lodge Computer Lab, Waltham, MA

- Taught homeless women basic computer functions and skills

America Clicks! MacArthur Middle School, Waltham, MA

- Educated children on basic age-relative skills by using computers constructively