

# KIMBERLEY DOSTALER

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## Experience

### FREELANCE GRAPHIC DESIGNER 9/07–present

Ace Creative • PostureInLine • Jeff's Maine Seafood • People's Party Productions • Advance Notice Advertising • Dirt Chic  
The Law Offices of Richard Edward McCormick • Mass Energy Consumers Alliance • Inner Design • Pakcom, Inc.  
Kodiak Earthmoving & Landscape Services • Vermont Government Finance Officers Association • Photographic Memories

### GRAPHIC DESIGNER/MARKETING DIRECTOR 11/10–9/13

**Ace Creative** | 13 Royall St., Medford, MA | [www.acecreative.biz](http://www.acecreative.biz)

- Graphic design, including concepting and layout, for print, web, text-heavy publications and specialty items
- Serving as project manager and main client contact on 5–10 jobs at any one time
- Working with print vendors from start to finish on jobs, including spec'ing, proofing and scheduling pieces for mailing
- Troubleshooting and customizing WordPress templated websites
- Marketing Director tasks, including: creating weekly marketing meeting agendas; implementing HTML email campaigns and spearheading implementation of new company website; tracking website and marketing statistics in client database using Google Analytics; following up with previous clients or new contacts to pursue work leads based on direction from Creative Director/Owner; researching events and PR outlets; writing for company blog; portfolio photography for company website; heading up company sustainability efforts, including winning a Medford Green Business Award in 2012

### GRAPHICS AND WEB COORDINATOR 11/04–2/12

**Harvard Univ., Harvard School of Public Health AIDS Initiative** | 651 Huntington Ave., Boston, MA | [www.aids.harvard.edu](http://www.aids.harvard.edu)

- Redesign of website
- Design of brochures, posters and invitations for promotional purposes and large scale events
- Lay-out of quarterly newsletter
- Initiation of new designs and solutions for different fund-raising objectives
- Redesign of branding and communication materials when necessary
- Serving as main contact for printers
- Working with staff on graphics-related task including: final grant reports, slides, attachment file formatting

### GRAPHIC DESIGNER/HEAD OF DESIGN AND MARKETING 11/06–10/08

**babyphotographer.com** | 97 Chapel St., Needham, MA

- Concept development and design of all printed materials, including baby announcements, holiday cards, brochures, print ads, marketing materials and car wrap
- Responsible for display design and set up at various events
- Help in ongoing development and changes for [www.babyphotographer.com](http://www.babyphotographer.com)

### GRAPHIC DESIGNER 2/07–11/07

**Mass Energy Consumers Alliance** | 670 Centre St., Boston, MA | [www.massenergy.org](http://www.massenergy.org)

- Design of all printed materials, including newsletters, marketing brochures and postcards, print ads and banners

## Software/Social Media

Adobe InDesign	WordPress	Quark Xpress	Fireworks	Facebook
Adobe Photoshop	Working CSS & HTML	Dreamweaver	Microsoft Office	Twitter
Adobe Illustrator	Working SEO	Acrobat	Mac & PC	LinkedIn

## Education

**Ai New England Institute of Art**, Brookline, MA  
Graduated 8/06  
Associate of Science, Graphic Design Program  
GPA 3.9

**Ohio Wesleyan University**, Delaware, OH  
Graduated 5/00  
B.A. Psychology, GPA 4.0 with a minor in Fine Arts  
Presidential Scholar; graduated Magna Cum Laude

## Volunteer/Other Activities

- **Volunteer Work:** **Meals on Wheels/CVAA**, Swanton, VT  
**The Food Project Farm**, Lincoln, MA  
**ReVision Urban Farm**, Dorchester, MA  
**Greater Boston Food Bank**, Boston, MA
- **Permaculture Design Certification** received from Whole Systems Design in Moretown, VT, August 2013
- **Cambridge Time Trade Circle** member, 1/13–9/13
- Gardening; cooking; homesteading; painting; writing

## References available upon request