

KATE MELVIN

Brooklyn, NY — e: hello@katemelvin.com — n: 818-489-5771

EXPERIENCE

PASSAGE DESIGN STUDIO, GRAPHIC DESIGNER

June 2015 – Present

- Work directly with owner and creative director, Paul Evan Jeffrey, on a variety of projects and clients, including SERINO/COYNE, SpotCo, GKIDS Films, Studio Ghibli, MTV, and Yale Repertory Theatre
- Research, concept, sketch and design key art for various film, TV and Broadway productions
- Convert graphic elements into correct format for collateral print and web material, including web ads, e-mail blasts, large format ads, programs, and brochures
- Photograph props and design elements off-site and in-studio
- Assist on directives to promote the studio and reach new clients

GRAPHIC DESIGNER, FREELANCE

January 2014 – Present

Design print marketing collateral, social media graphics, e-mail blasts, album covers and websites for clients ranging from high-end boutiques to independent film festivals:

Metropolitan Museum of Art	The Chain Theatre
Fordham University	The Laurie Berkner Band
Queens Comfort (restaurant)	KAIGHT Boutique

DESIGNERS AND AGENTS, TRADESHOW COORDINATOR

November 2010 – April 2015

- Liaison between exhibitors and production staff for trade events in New York, Los Angeles and Paris
- Built and maintained effective communication processes with designers and showrooms
- Facilitated a positive experience for each exhibitor from initial application to final show day
- Managed distribution and intake of exhibitor paperwork including contracts, rental booth customization forms and payment
- Tracked and controlled inventory of rental fixtures and furniture
- Oversaw logistics and execution of setup and breakdown of all events, including Los Angeles and Paris
- Coordinated travel and accommodations for up to a dozen staff members of all events
- Participated in business development by tracking and coordinating outreach to potential new designers
- Created and executed e-mail blasts sent out to database of over 10,000 retailers
- Assumed responsibilities of head production manager during personal leave of twelve weeks

THE AUBREY COMPANY, SHOWROOM ASSISTANT

February 2010 – November 2010

- Assistant to showroom sales representatives for nine women's apparel and accessory collections
- Helped produce, track and input purchase orders for specialty boutiques and major department stores
- Organized and edited "look books" and line sheets
- Merchandised showroom mannequins and displays; maintained showroom appearance
- Controlled fashion sample request trafficking to/from designers, magazines and retailers
- Managed daily administrative activities including office management and the processing of domestic and international shipments

EDUCATION

FORDHAM UNIVERSITY

New York, NY, 2005 – 2009

Major: Theatre Production
Minor: Visual Arts

Dean's List Departmental Honors

• one of four students selected by department faculty for outstanding contribution to the university's theatre program during matriculation period

SHILLINGTON SCHOOL OF GRAPHIC DESIGN

New York, NY, 2013 – 2014

Certificate of completion, July 2014

VARIOUS

3rd Ward: Adobe Illustrator, 2013
SVA: Watercolor painting, 2012
Parsons: Graphic Design, 2012
Parsons: Oil Painting, 2007

SKILLS

COMPUTER

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Microsoft Office
- Microsoft PowerPoint
- QuickBooks
- Social media including FaceBook, Pinterest, Instagram, Twitter, SnapChat, Tumblr, and Flickr
- Knowledge of HTML and CSS

FINE ARTS

- Trained in acrylic, oil and watercolor painting
- Skilled in B&W film photography including darkroom developing and printing