

# bethany schlegel

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## education

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B.A. in American Studies and B.F.A. in Fine Arts at the School of the Museum of Fine Arts in affiliation with Tufts University, May 2002.

## professional skills

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**Design.** Skilled in layout, typography, and illustration. Experienced in proofing, mounting, and mock-up design, including bookmaking/pamphlet skills.

**Publishing.** Experience with proofing and layout, prepress, including file preparation and output. Knowledge of the offset press, color proofing, and color correction on the computer.

**Teaching.** Experience teaching elementary school, middle school, and college-level students. Comfortable working with both individuals and in a classroom setting.

**Business.** Experience in writing budgets and applying for grants. Experienced in running a small business, involving purchasing, selling, and bookkeeping. Dealt with both private vendors and public venues. Comfort in retail; inventory; leading groups and organizing events and programs.

**Computer.** Strong Macintosh computer skills including proficiency in both OS 9 and OS X; experience with Windows. Proficient in Photoshop, Illustrator, Freehand, QuarkXPress, InDesign, PageMaker, Dreamweaver, Microsoft Word, AppleWorks, Microsoft Excel, and FileMakerPro. Experience with Flash as well as scanning and printing.

## professional experiences

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### Design/Publishing

*Associate Web Producer*, Houghton Mifflin Company, May 2004 - present. Maintain and update pages for the College Division website. Design posters, banners, and space ads for trade magazines. Coordinate Flash demos for websites.

*Production Coordinator*, Houghton Mifflin Company, Summer 2002 - May 2004. Coordinated the production of one-color books, ancillaries, and downloads of textbooks in college division of a publishing company; also served as the coordinator and representative in working to most efficiently providing e-books for those with learning or visual disabilities.

*Graphic Design Freelance Work*, 1999 - present. Clients include Newington Public Schools, Boston Parks and Recreation, the American Studies Department at Tufts University, the School of the Museum of Fine Arts, and Taranta Restaurant.

*Prepress Designer*, Chatham Printing Company, Summer 1999. Interned in the Macintosh Department of a printing company.

*Owner/Designer*, Silverwear, 1998-present. Run a small business designing and selling earrings at craft shows and to private vendors.

### Teaching

*Teaching Assistant*, SMFA, Fall 2002. Assisted in a silkscreen class.

*Computer Workshop Teacher*, SMFA, Fall 2001 - present. Taught weekly workshops in graphic computer programs.

*Teaching Assistant*, SMFA, Fall 2001. Assisted in a digital bookmaking class.

*Tutor*, 1997-2000. Worked with elementary students in math and reading and a middle school student in study skills.

### Retail

*Salesperson*, George Fillmore Goldsmith, Summer 2000.

### Community Service

*Dog Walker*, Animal Rescue League of Boston, January 2003 - present. Walk dogs weekly at the Animal Rescue League.

*Peer Advisor*, Tufts University/School of the Museum of Fine Arts, 1999-2001. Served as a peer advisor for incoming freshmen in the B.A./B.F.A. program.

*Volunteer*, Somerville Arts Council, 1998-2000. Assisted with general office work.

### Special Projects

*Artist*, Postmarked: A Mail Art Project, 2001 - present. Currently working on a group project in a statement against terrorism by sending postcards all over the world and asking for an artistic response. Duties include designing and printing of the postcards, applying for grants, and curating a show.

## awards, honors, and exhibitions

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*Museum of Fine Arts, Boston, Permanent Collection*. 2002. Sold an artist book about grandparents in World War II to the Museum of Fine Arts for their collection.

*Peter J. Wade Prize: Museum Award*. 2002. Recipient of award which honors graduating students in the combined degree program.

*Spring Printmaking and Papermaking Show*. 2002. Exhibited work in annual juried show at the School of the Museum of Fine Arts.

*December Sale and Exhibition*. 2001. Exhibited and sold work at the annual sale held at the School of the Museum of Fine Arts.

*Ted Shapiro Memorial Scholarship*. 2000. Awarded a scholarship to spend part of my summer writing and illustrating a children's book based on my cross country trip in 1988.

*Selected Works*. 2000. Showed two pieces at a juried exhibition of work by candidates for the B.F.A. degree in the joint Tufts University/School of the Museum of Fine Arts Program.

*National Arts Program Award*. 1997. Placed in the National Arts Program competition.