



Meredith Evans

93 Staniford Road | Burlington, VT | 05408
meredith@meredithevans.com | 513.967.5267

Profile

Graphic Designer
Photographer



Print Design
Marketing Materials
Logo Design
Product Photography
Photo Editing

Software

Photoshop CS5
InDesign CS5
Illustrator CS5
Flash CS5
Dreamweaver CS5
Quark XPress 6.0
FreeHand
Microsoft Word
Microsoft Powerpoint
Microsoft Excel
Microsoft Outlook

Experience

Dwight Asset Management Company LLC, Burlington, VT 2006-present
An investment management firm providing services for institutional clients

Communications Specialist

Design and produce marketing materials for print and web used by Dwight's Client Service and Consultant Relations teams for marketing and sales meetings.

Key accomplishments:

- Initiated redesign of out-dated and/or ineffective materials such as frequently used charts and graphs
- Collaborated with teammates on multiple process and workflow improvements including using excel for data charts and streamlining method for keeping standard materials current
- Conducted photoshoots for marketing materials
- Created marketing materials (posters and calenders) for firm's new Wellness Initiative
- Developed materials (signage, table signs, placecards, notepads) for firm's annual meeting
- Designed firm's first-ever holiday eCard in addition to traditional paper cards
- Continued to produce high volume of materials post teammate's departure
- Trained new employees and oriented them to the department's processes and procedures
- Received an annual performance-based bonus, most recently in recognition of effectively managing a high work load with reduction in staff
- Continue to generate fresh design ideas throughout Dwight's transition to Goldman Sachs (GSAM) such as: translating GSAM materials to Dwight's branding and improving the overall look. Received favorable response from GSAM on new designs.

Element Photo, Bill Pappas Photography, Inc., Cleveland, OH 2005-2006
Professional commercial photographers specializing in food and product photography, respectively.

Commercial Photographer Assistant

Assisted local commercial photographers during photoshoots. Assembled and tested lighting, prepared studio and/or location, collaborated on composition, modified lighting and props as necessary, tore down studio.

Key accomplishments:

- Developed skills for running a professional photography studio
- Brought photographer up to speed on photo editing with Photoshop

Education

BS, Photography and Computer Graphics, Minor, Art History, Marion, IN 2005
Indiana Wesleyan University-cum laude, Dean's List
Academic Scholarship, eight semesters
Held various jobs while in college: Tutor, Art Gallery Monitor, Teacher's Assistant
Graphic Design Intern in media department for World Gospel Mission



Meredith Evans

Resume | Page 2

Additional Training

HOW Design Conference	HOW Magazine
Adobe Illustrator	Vermont Panurgy Inc.
Presenting Data & Information	Edward Tufte
How to Become a Better Communicator	Skillpath Training
Excel Charts & Graphs	Skillpath Training

Exhibitions & Publications

Beautiful Things Juried Exhibition, Essex Junction, VT	2010
Two commercial photographs selected to be in inaugural show of Darkroom Gallery	
<i>Here in Hanover</i> magazine	2010
Several photos of England and Scotland selected for feature travel article	
<i>Experience Burlington Vermont, Destination Vermont</i> magazines	2009 - 2010
Both magazines featured photography of two local historic inns	
<i>Best of Burlington</i> magazine	2008
Featured photography of Burlington's downtown and waterfront	
Indiana Wesleyan University Juried Exhibition, Marion, IN	2003-2005
Several photographs and design pieces selected for annual student art exhibition	
Indiana Wesleyan University Juried Senior Art Exhibit, Marion, IN	2005
Exhibited over twenty photographs and design pieces	

Personal

Spectrum Youth & Family Services, Burlington, VT 2007-present

Mentor

Mentor 18 year old girl (since she was 13). Engaging her in cultural events, lead relevant discussions over coffee, and learn new skills together like horseback riding and rock climbing.

North Avenue Alliance Church, Burlington, VT 2010-2011

Youth Group Sponsor

Attended weekly teen youth group meetings and led small group discussions. Provided support to the leadership. Attended retreats and annual events with students.

North Avenue Alliance Children's Center, Burlington, VT 2008-2011

Board Member

Attended monthly board meetings and discussed and voted on issues relating to the Center. Planned events and fundraisers. Created a new logo, website, and promotional material.