

JANE McDONOUGH

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EDUCATION

Barnard College, Columbia University

New York, NY

Bachelor of Arts, May 2013

GPA: 3.81/4.0

Major: *Art History, with Visual Arts concentration*

Miami Country Day School

Miami, FL

High School, Fall 2005-Spring 2009

GPA: 4.0/5.0

Tisch School of the Arts, New York University

Photography + Imaging, Summer 2008

Steinhardt School of the Arts, New York University

Art Intensive, Summer 2007

Sculpture, Drawing, Painting, and Digital Media

SKILLS

Computer Comfortable with both Mac & PC operating systems. Fluent with Adobe Photoshop, InDesign, Bridge, Dreamweaver, iWeb, iMovie, iWork, & Microsoft Word, Excel, & PowerPoint. Limited knowledge of Adobe Flash.

Interests Architecture, Culinary Arts, Entrepreneurship, Graphic Design, Painting, Photography

Interpersonal Skills Excellent written and oral communication abilities. Able to follow directions and respond to criticism. Patient, approachable and friendly.

Language Intermediate conversational and written Spanish. Elementary knowledge of conversational and written French.

Photography Experienced with digital & film photography in small & medium format cameras. Basic knowledge of lighting, studio photography, & equipment.

Social Media Experienced with Facebook, Twitter, and blogging software such as TypePad and Blogger.

HONORS + AWARDS

Miami Herald Silver Knight Award, Art
Barnard College Dean's List
Presidential Service Award – Gold Rank
Headmaster's Unselfish Service Award
Wellesley College Book Award
Smith College Book Award
Barry University Photography Award
Bronze Medal, National Spanish Exam

EXPERIENCE

Barnard College, Columbia University, NY

Senior Studio Assistant, Fall 2012- Present

- Assisted with department and classroom operations
- Helped coordinate agendas and administrative meetings
- Maintained facilities, class rosters, and supplies

Advertising & Media Design Systems / Architectural Digest Regional Sections Miami Design District, FL

Intern, Web Designer Summer 2012

- Designed and managed company website
- Promoted clients, assisted with client gallery openings and upcoming events (Art Basel Miami)
- Updated and maintained client management software
- Assisted with client publication production and shipment
- Researched and analyzed advertising and sales trends
- Compiled and updated press contacts
- Formatted, submitted press releases

Plain Jane Cupcakes, Miami Beach, FL

Creator, Summer 2009-Present

- Created concept, logo, packaging, & web design
- Orchestrated all business operations
- Executed online ordering system through our website (www.plainjanecupcakes.com)
- Featured on numerous vegan food blogs
- Planned & catered children's birthday parties & large events

Delta Gamma, Columbia University

Director of Public Relations, Spring 2011-Spring 2012

- Created advertising campaigns for philanthropy events
- Organized new means of gaining campus visibility through web-based and print design
- Published press releases in school and local newspapers and websites
- Planned family events like Father-Daughter Tailgate and Mother-Daughter Tea

Magnolia Bakery, Grand Central Station, NY

Counter Staff, Cashier, Summer 2011 - Winter 2011

- Assisted with bakery operations and facilitated customers
- Became employee of the week

Take Back the Night, Columbia University

Director of Public Relations, Fall 2009-Spring 2011

- "Sexhibition" & TBTN Rally advertising director
- Created T-shirt & flyer designs for campus-wide events
- Updated web-design

Art Smarts - www.getartsmarts.org

Founder/Director, Spring 2006-2010

- Organized & directed after school art programs
- Recruited and lead volunteers
- Contacted corporate sponsors
- Created fundraising auction and live painting event
- Executed supply donations through Art Smarts kits
- Designed logo and created website