

# irene denise ramirez

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PORTFOLIO: WWW.ORANGELADYBIRD.COM

## SKILLS

- Photoshop
- Illustrator
- InDesign
- Image Ready
- Quark
- Pagemaker
- Acrobat
- Flash
- HTML
- XHTML
- CSS
- Dreamweaver
- Powerpoint
- Excel

## EMPLOYMENT HISTORY

### Self Employed

Boston, MA/present

#### GRAPHIC DESIGNER/WEB DEVELOPER

Design and hand code web sites; print work. Clients include: Partners Health Care, FirstGiving, The Theater Offensive, Professional Center for Child Development, and many artists and small businesses.

#### INSTRUCTOR

Web and graphic design instructor (Photoshop, Illustrator, Design and Portfolio Projects); workshops on organization. : Boston University, Center for Digital Imaging Arts.

### Action for Boston Community Development, Incorporated

Boston, MA/ 1.2002-8.2005

#### ASSISTANT CAMPAIGN MANAGER/ GRAPHIC DESIGNER

Managed four workplace giving campaigns raising over three million dollars annually. Responsible for the creation of nine catalogues including page layout of all internal pages and 6 covers. Designed posters and promotional items. Catalogue distribution in excess of 137,000 per year.

### Spine Arthroplasty Society

New York, NY/ 6.2001-9.2001

#### EXECUTIVE ASSISTANT

Event planning/administrative support for a non-profit organization. Laid off September 2001. Worked with graphic designers on branding and identity.

### Limited Design Services

New York, NY/11.2000-6.2001

#### RESEARCHER/DATABASE COORDINATOR

Conducted research for six creative recruitment divisions of the Limited Stores.

### Self Employed

New York, NY/ 1.2000-11.2001

#### FREELANCE CONSULTANT

Organizational consultant. Visual Merchandiser for Urban Outfitters and Frette. Photograph organizer for Vogue Magazine. Artist.

### Estate of Federick Currier

New York, NY/ 1.2000-11.2001

#### ESTATE MANAGER

Closed a multimillion dollar estate and art collection.

#### GRAPHIC DESIGNER/EXECUTIVE ASSISTANT

Generated page layouts, original art work, and video editing.

### Bar Association of San Francisco

San Francisco, CA/ 6.1995-12.1997

#### EVENTS COORDINATOR

Coordinated over 75 continuing legal education events for the Senior Bar.

#### MEMBERSHIP COORDINATOR

Coordinated membership of 500 attorneys for the Lawyer Referral Service.

### Amnesty International

Los Angeles, CA/ 10.1993-8.1994

#### RALPH J. BUNCHE HUMAN RIGHTS FELLOW

Event Planning and oversight of 220 student and community groups.

## EDUCATION

2006: Center for Digital Imaging Arts at Boston University  
Graphic and Interactive Design, Certificate Program

1993: University of California at Santa Barbara  
Sociology with an emphasis in Ethnic Studies, Bachelor of Arts  
Honors/Awards: U.C. Presidential Scholarship, Deans List

## EXHIBITIONS

2003,2005: Somerville Open Studios  
2005: Natural Touch Salon, Somerville MA  
2005: Somerville Museum, Local Artists Exhibition

portfolio available by request and at [www.orangeladybird.com](http://www.orangeladybird.com)