

LAUREN GIBBONS

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WORK EXPERIENCE

08 / 2008 - PRESENT DEVELOPMENT OFFICER, INTERNATIONAL START SECRETARIAT, WASHINGTON, DC
Overhaul outdated website and configure a more professional, organized website through WordPress MU (<http://start.org>); Translate into French and launch website for African Climate Change Fellowship Program (<http://accfp.start.org>); Enhance START communications portfolio: Redesign Annual Report, Produce web-videos, Introduce new style and print techniques, such as die-cut, to brochures, Analyze data and tables to develop information graphics; Supervise interns to streamline FileMaker databases; Modernize email distribution with campaign analysis and online subscription management; Maintain IT on computers and server; Initiate start.org email domains; Coordinate exhibit for COP-15, in Copenhagen; Organize international meeting logistics, with continued support via travel to meetings in Bonn, Germany & Taipei, Taiwan.

09 / 2007 - 05 / 2008 ASST. PROJECTS COORDINATOR, THE DERY GROUP, MONTRÉAL, QC, CANADA
International work experience in the print & graphic design industry; Assist both Francophone & Anglophone clients; Coordinate with CanadaPost to deliver time-sensitive nationwide ad campaigns; Help graphic designers create flyers, tickets, business cards; Research organizations to contribute to philanthropic international agenda, published in-house.

2005 & 2006 WINTER ADMIN. ASST., ARUNDEL COMMUNITY DEVELOPMENT SERVICES, ANNAPOLIS, MD
Design flyers for First-Time Home Buyer informational meetings; Recommend website improvements; Organize project files and reports; Maintain office stock and cleanliness; Inform callers interested in affordable housing for low-income families.

08 / 2002 – 08 / 2003 & 2004 - 2007 SUMMER DOCK MANAGER, WEST RIVER FUEL DOCK, GALESVILLE, MD
Dock incoming yachts; Explain and regulate Boater Safety and Chesapeake Bay Regulations; Manage inventory and sales of small business; Reconstruct and reorganize office after devastating hurricane; Assist owner with multi-million dollar boat deliveries.



EDUCATION

2009 - PRESENT (IN-PROGRESS) WEB DESIGN: CERTIFICATE

Corcoran College of Art + Design, Washington, DC

2004 - 2008 INTERNATIONAL BUSINESS, FRENCH: BACHELOR OF SCIENCE

College of Charleston, Charleston, SC

2000 - 2004 HIGH SCHOOL

Southern Senior High School, Harwood, MD



MEMBERSHIP

2005 - 2007 COLLEGE OF CHARLESTON VARSITY SAILING TEAM

Extensive contribution to win two National Championships

2005 - 2006 COLLEGE OF CHARLESTON NEWSPAPER PHOTO ASSISTANT

Capture, coordinate, edit photos for articles

2007 - PRESENT NATIONAL FRENCH HONOR SOCIETY PI DELTA PHI

Strong interest in French Language and Culture



TECHNICAL SKILLS

- ADOBE DREAMWEAVER
- ADOBE ILLUSTRATOR
- ADOBE INDESIGN
- ADOBE PHOTOSHOP
- CSS EDIT
- FILEMAKER
- FINAL CUT STUDIO
- GOOGLE APPS
- MICROSOFT OFFICE
- MYSQL (NOVICE)
- REMOTE DESKTOP
- WORDPRESS
- WORKGROUP MANAGER