

# RUBY LAVIN

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4617 Spruce Ave  
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## EDUCATION

Bennington College BA Graphic Design & Media Theory  
LaGuardia High School for Music & Art Graphic Design & Illustration

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## EXPERIENCE

### Marketing Assistant at Pacific Coast Title *June 2017-July 2018*

Design print & digital assets for clients & internal media, in-house preproduction & printing, working to a fast-paced or single-day schedule, ordering marketing materials, interacting with clients, coordinating inventory, vendors, and expensing, web design, event organization.

### Graphic Designer at Rodeo Realty *Nov 2016-June 2017*

Design and print production for brochures, fliers, mailers, video, and web assets. Work with agents to create material that follows individual branding and with in-house print shop to prepare files. Fast-paced environment, often requiring single-day turnaround.

### Assistant Graphic Designer at Triple A Studios *Jan 2015-June 2017*

Designed print and web proposals and branding for an event series, packaged presentations, produced adaptable graphic elements.

### Creative Director at SILO Journal of Arts & Letters *Apr 2014-June 2016*

Print design incorporating literature and visual art, promotional posters & social media graphics, event planning, participation in selection committees.

### Poster & Programs Designer at Bennington College *Sep 2013-June 2016*

Print design for posters and multi-page programs, working to a fast-paced schedule with input and revisions.

### Design & Editorial Assistant at Bennington Review *Sep-Dec 2015*

Advised on media strategy, design, and branding for relaunch of a national literature journal, participated in selection committees.

### Web Designer & Consultant at Literary Bennington *July-Dec 2015*

Social media management and consultation, web design.

### Arts Intern at Grey Advertising GHG *Dec-Feb 2014*

Preparing mechanical specs for production, giving design input, rendering and reformatting storyboards and informational graphics, producing in-house illustration.

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## SKILLS

Adobe Suite, 10+ years experience  
HTML5/CSS3/Javascript  
Web & CMS Design & Social Media Management  
Print Production & Book Layout