

CARLA HILL LANGSTON (Graphic Artist)

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EXPERIENCE

October 1999 - November 2001 Ravinia Festival Association Position: Senior Graphic Designer

- Managed 2 designers under the direction of the Director of Marketing and Public Relations. Coordinated and directed all graphic design activities from concept through production while maintaining Ravinia's style and standards for printed materials.
- Responsible for the layout, design and pre-press production of all the Festival's printed materials, most notably, the annual season brochure, pocket brochure, and other direct-mail pieces.
- Set printing specifications, evaluated printing bids, selected printers, helped to manage the production budget, established schedules, and enforced deadlines.
- Ordered all art supplies, computer software and hardware for the graphics area. Maintained the upkeep of 4 Macintosh computers.
- Used knowledge of programs such as Quark Xpress, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat and Microsoft Word. Also responsible for the archiving of documents, both manually and on the computers.

October 1997 - October 1999 Ravinia Festival Association Position: Graphic Designer

Worked under the supervision of the senior designer to produce numerous printed projects using the programs QuarkXpress, Photoshop, and occasionally, Freehand, Illustrator and Microsoft Word. Created archival system for the thousands of Ravinia Festival photographs. Selected the photographs to be utilized in print and on the web site. Designed posters, newsletters, program book (for the Steans Institute) and many other printed materials. Major projects included the summer newspaper advertising posted weekly in *The Chicago Tribune*, *Chicago Sun-Times*, *The Chicago Reader*, *The Daily Herald* and *Pioneer Press* newspapers.

January 1995 - October 1997 Ravinia Festival Association Position: Assistant Graphic Designer

Worked closely with several head graphic designers. Performed various production functions such as the scanning of images, finding and sometimes creating art and some cutting and pasting. Kept the work flow on track by getting approvals and making the necessary changes to work documents.

September 1993 - March 1994 IQRA' International Educational Foundation Position: Graphic Designer

Worked primarily with the in-house graphic designer. Performed layout and production work for curriculum books. The books were produced to teach young children of Muslim faith the basics of their religion, traditions and history.

October 1990 - April 1992 Chandler's Inc. Position: Print Shop Assistant

Worked in the print shop for this small North Shore retail gift shop chain. Produced resumes, business cards and wedding invitations on the Macintosh computer using Aldus Pagemaker and Aldus Freehand software. Worked as a liaison between the customers and the full-time printers. Operated a small 2 color Heidelberg printing press and the collating machine.

FREE-LANCE EXPERIENCE

Cabrini Green Legal Aid Clinic
Chicago Children's Museum
Pacific Group, Inc.
Ashton-Drake Galleries
Adams Apple Distributing Co.
Flowers By Arrangement
Mother's Touch Day Care Centers

EDUCATION

1989 **Columbia College**
Bachelor of Arts
Major: Illustration

1983/1984 **The School of the Art Institute of Chicago**
Major: Fine Art

EXHIBITIONS

1984 Student Art Exhibition (The School of the Art Institute of Chicago)

1985 and 1987 Student Art Exhibition (Columbia College)

1990 and 1991 Figure Painting Exhibitions (Evanston Cultural Center)

2004
4th Annual Lincoln Thru a Lenz Amateur Photography Contest won 3rd and 4th place

RELATED SEMINARS/COURSES

2002/Truman College
(Continuing Education Web design Program Courses)
Dreamweaver
Imageready
Flash
Portfolio Design

2001/Mac University
Illustrator (3 day class)

2001/National Association of Photoshop Professionals
Adobe Photoshop Seminars

2000/CompuMaster
Troubleshooting and Maintaining the Macintosh

1999/Dynamic Graphics
Management for Creative Services
Advanced Graphics
Typography and Design