

RACHEL A. REED

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PROFILE

Hard working individual with an entrepreneurial character. A motivated multi-tasker that is organized, detail-oriented, and possesses exceptional written & oral communication skills.

SKILLS

Proficiency in Microsoft Office (Word, Excel, Powerpoint, Access), Adobe Creative Suites (Photoshop, Illustrator, InDesign, Dreamweaver), iWork (Pages, Numbers), Filemaker, CSS/HTML Web Development, and social networking tools. Extensive typing, administrative, team-leading, analytical, and project management competency.

WORK EXPERIENCE

Creative Design Director & Admin. Assistant

Newsound International, Inc., Merrimac, MA | 2006-Present

Overseeing corporate identity and branding of non-profit event promotion organization, and it's featured event, a 4-day annual music festival. *Responsibilities:* art direction and development (print: annual 48-page booklet, fliers, posters, mailers, merchandise, etc.), website design, coding, and content management, e-newsletter management, social network page management and implementing strategic marketing, data collection and weekly reporting of statistics & goals, employee & volunteer training & scheduling, artist hospitality services, live interfacing with participants, guest presenters and vendors, sponsorship coordination and execution of contracts & goals, customer service, and more.

Freelance Design

Web design & development, and print design for local organizations, photographers, and tattoo artists.

VOLUNTEER EXPERIENCE

Collections Assistant

MIT Museum, Cambridge, MA | 2009

Catalogued H.E. Edgerton's collection of glass slides, film canisters, and scientific electrical devices from the 1940s. Digitally captured physical characteristics and input to museum database to create accurate and detailed listings.

Harvard Semitic Museum, Boston, MA | 2003-2005

Inventoried, prepared, and preserved ceramic, lithic, and leather artifacts from the Middle East for display in a new permanent exhibit portraying Ancient Israel.

Humanitarian Aid Worker

Guatemala, Jamaica, Costa Rica, Haiti | 2005-Present

Working to assist permanently stationed aid workers in practical renovation projects, community outreaches in orphanages with 'high-risk' children, hospices for the terminally ill, along with renewable energy resource installation (Haiti, 2010). Organized and implemented successful strategies to raise over \$2,000 per trip.

EDUCATION

University of Massachusetts-Boston

Bachelor of Arts in Anthropology | 2008-2011

- *Field Schools:* 1) La Milpa, Royal Maya complex - Belize, 2009 2) Moku'ula, Indigenous & Colonial site - Maui, 2011
Skilled in archaeological survey, data recovery, mapping, and artifact processing, & cataloguing. Experience with ceramics, faunal & human remains, lithics, glass, and more.
- *Related coursework:* Directed study in archaeology lab to process, analyze, and catalogue Historical artifacts. Courses in: Archaeological, Cultural, Biological and Applied Anthropology studies, Epidemiology, Sociocultural Theory, and more.
- *Regions of study:* Caribbean, North America.

Northern Essex Community College

Associate of Science in Business | 2008

Independently studied design and photography while gaining general business training.

REFERENCES

Multiple professional and academic references available upon request.