

Michelle Graves

1216 N. Wood, Chicago, IL, 60622 312.391.3253 mail@michellegravesphoto.com www.michellegravesphoto.com

education

- Summer 04 IU Bloomington Continuing Studies, Bloomington, IN
-Web Development Certificate, July 2004
- Summer 03 International Center of Photography, New York, NY
-Advanced Photoshop Workshop
- 98 – 03 Indiana University, Bloomington, IN *Graduation Date:* May 2003, GPA 3.2/4.0
-Bachelor of Fine Arts Photography/Minor in Art History
-Evelyn “Pat” Glazier Fellowship
- Summer 02 Study Abroad Program, Florence, Italy

skills

- Mac and PC literate (OSX, XP) Expert in Adobe Photoshop CS3, InDesign, Illustrator, Word, Excel, Skilled in HTML, Flash, Dreamweaver, ImageReady, FTP software, Access, Final Cut Pro, Premier, Quark, DVD Studio Pro, Director, scanner programs including Epson and HP, working knowledge of After Effects, Fireworks, and FrontPage. Extensively used Epson 10,000, 9,600, also HP, Xerox, and Fuji printing equipment.
- Experienced in fast-paced, high-demand, digital office setting, comfortable with multitasking and customer service
- Extremely self-motivated, quick learner, adapt easily and enjoy new environments

work experience

- Fall 06-Present Freelancer, Chicago IL (represented by Creative Circle on occasion)
-Photoshop Retouching Expert, Graphic Designer, Photographer, Artist; Photoshop Retouching Expert for web/pre-press in portraits and products; Graphic Designer, Assistant to James Nakagawa, Jason Salavon; 3 yr Splat Flat Art studio resident; Chicago Outfit Roller Derby Team Board Member, Graphic Designer, Marketing Strategist, Skater (Summer 07-Present)
- Summer 06 Assistant to Photographer, James Nakagawa, Okinawa, Japan
-Onsite Assistant, Digital Assistant; carrier of all equipment and supplies during photoshoot of cliffs and fences in Okinawa; helped frame and conceptualize shots; aided in stitching and retouching photos using raw files in Photoshop CS3 with an OSX platform
- Fall 04-Summer 06 Printing Industry of Illinois/Indiana Assn., Chicago, IL
-Communications Manager, Event Coordinator; editor of weekly e-newsletter including research, layout, and conversion to html; made Flash CD-ROM for their credit bureau; create brochures for events ie. photography, layout, and output; update member database, query members for emailing; coordinate events ie. award ceremonies, software courses, golf outings
- Fall 03-Fall 04 Photographic Services at Indiana University, Bloomington, IN
-Head Assistant; scan negatives, slides, art, books; scanned/retouched large amount of images for renowned Kinsey Institute photo archive; maintain University photo archive with Extensis Portfolio; shoot passport and University staff portraits; run C-4 processor; customer service
- Summer 03 International Center of Photography, New York, NY
-Intern in Digital Department; Lab Monitor; video, imaging, and printing troubleshoot for students in a state of the art lab; assistant in beginning and advanced Photoshop Workshops