



Catherine Gleason

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PROFILE

Graphic Designer with 30 years of experience specialized in presentation design and onsite live event work. Self starter, organized, able to manage multiple presenters and tight deadlines within budget through all stages of production. Designer of dynamic company branded event templates, presentations, app graphics, and print for corporate events. Available to work from my office, onsite at production company, and/or client offices, onsite at event.

SOFTWARE

Adobe Creative Cloud, Microsoft Office 365, Keynote, Pages, and Numbers, Google Apps, Cloud file sharing software, Microsoft Sharepoint, Wordpress, Poll Everywhere, and Turning Point Audience Response.

SKILLS

Design/animate presentations for multiple size projection and LCD screens, inset screens, ultra wide formats, and handheld devices; Maintain overall creative control and versions of PowerPoint files; Convert multiple file types for use in PowerPoint; PowerPoint/Keynote files and graphics created for easy reuse and editing post meeting; PowerPoint, Keynote templates; Signage/print collateral with event branding; PowerPoint tech for slides and notes; Quick, efficient editing/versioning during client rehearsals; Maintain Windows and Mac laptops with full graphics software suite.

EXPERIENCE

FREELANCE PRESENTATION DESIGNER/ONSITE TECH; 1993 - PRESENT

CLIENTS INCLUDE: Lightwave Productions, Michael P. Wasserman, Inc., VDA, Black Cat Productions, Video Resources, Lehrhoff Productions, AVFX

COMPANIES INCLUDE: BJ's Wholesale Club, Staples, Barnes & Noble, Ulta Beauty, JFK Library, Boston Marathon, The Partnership Inc., Dell, Nutanix, Babson College, Northeastern University, Keurig-Dr. Pepper, Netskope

Create PowerPoint/Keynote custom event templates within company brand guidelines

Maintain unified look and messaging of meeting

Work with speech writers, producers, marketing and art departments, executive teams to fine tune content

Incorporate existing PowerPoint, Indesign, charts, word docs, pdfs, photos, videos, web graphics, etc. to create new branded presentation

Create engaging sponsor loops incorporating logos, quotes, photos, factoids, and social media

Create event branded app graphics, signage, badges

Travel on-site to run screen graphics and notes

Rehearse with presenters, quickly making changes to slides and notes, maintaining version control

Format PowerPoint notes for downstage monitor, matching cues with slides

Create and update daily agendas for playback on plasma/LCD screens

Staff speaker ready room for multiple session simultaneous breakouts, ensure PowerPoint files are in correct room

Run breakout room, including video switcher, audio, and lighting

Setup/run Poll Everywhere/Turning Technologies slides and ARS system, display live results

Post-event PowerPoint includes deconstructing show strings to individual files and merging with notes, exporting animations, titles, and graphics for video compilation

Non-profit event sponsor loops, themes and title slides designed from invite provided by client

SLIDE DESIGNER/AUTOCICK IMAGING TECHNICIAN, CORNERSTONE ASSOCIATES, WALTHAM, MA; 1990 - 1993

Designed slides and multi-image shows on the Autographix system, Persuasion, and Harvard Graphics. Managed Autoclick slide imaging system in a busy service bureau and film lab, meeting tight deadlines. Trained artists on Autographix 8.0 software

AUTOGRAPHIX 8.0 CUSTOMER SUPPORT DESK, AUTOGRAPHIX, INC., BURLINGTON, MA; 6/1990 - 11/1990

Troubleshoot/answered customer inquiries concerning the 8.0 software release, which was a major revision to user interface. Solved previously undocumented problems by consulting field service technicians and development engineers

EDUCATION

FITCHBURG STATE COLLEGE, FITCHBURG, MA — BACHELOR OF SCIENCE IN COMMUNICATIONS/MEDIA SPECIALIZED IN GRAPHIC DESIGN, 1990

REFERENCES

Available upon request