

CELIA METCALF

7 Longmeadow Road
Cumberland Foreside, Maine 04110
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EXECUTIVE SUMMARY

Established graphic designer and event planner with direct experience in university publications design, project management, and event planning for private individuals. Keen ability to define, communicate, and produce comprehensive projects at both a business and creative level. Extensive background in managing high profile clients, as well as ensuring timely and accurate product delivery. Dedicated professional with the ability to motivate, train, and guide employees with successful results. Certified event planner, strong organizational and interpersonal skills, and able to resolve unexpected challenges. Recognized as a strong leader adept at collaborating with teams to meet both creative and business objectives.

EXPERIENCE

- Jill McGowan Inc • Freeport, Maine August 2014- March 2018
Retail Sales/Visual Merchandising
Supported the brand, planning and sales of high-end retail store for women.
- Bennington Museum • Bennington, Vermont 2008-2012
Event Planner
Co-Chair, Festival of Trees 2011, 2009. Assisted museum staff with internal planning, themed concept, and implementation of annual fundraiser and related event programs. Coordinated volunteers, supervised work teams, managed external vendors, and served as co-chair on Museum's Steering and Decorations Committee.
- Susan Sargent Home Furnishings • Manchester, Vermont 2004-2006
Sales Associate
Maintained visual store displays, placed merchandise orders, provided interior design consultations, produced store signage, and promoted retail sales of high-end products and services.
- Metcalf Design • Winchester, Massachusetts / North Bennington, Vermont 1998-2008
Creative Director
Twenty years experience in marketing communications and corporate identity design. Developed strategic design solutions for Fechtor Detwiler Investment Bankers, Harvard University, MIT, Plein-Air Vermont, State Street Global Advisors, and others.
- MIT Design Services • Cambridge, MA 1984-96
Senior Designer / Design Manager
Managed the graphic design and production of 300 publications a year describing MIT programs and activities, worked with clients and external vendors to ensure the editorial and budgetary needs of Institute publications, and actively promoted high standards of design excellence. Coordinated graphic identity programs, lead project teams to the successful completion of special event publications, and implemented improved office procedures for streamlining work-flow and reducing production costs. Monitored project scope, developed annual budgets, supervised a staff of four, and served as adviser to faculty and administration on projects requiring graphic design expertise.

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EDUCATION

- Rhode Island School of Design, Providence, Rhode Island.
BFA, Graphic Design.
- QC School of Event Planning, Silver Spring, Maryland.
IEWP Diploma, 2009 (International Event and Wedding Professional).
- The CDC Learning Institute, Bennington, Vermont.
Southern Vermont Career Development Center, online distance education courses.
- Hampshire College, Amherst, Massachusetts. Liberal Arts.

SKILLS

Graphic Design and Project Management
Event Planning
Administrative and Supervisory
Editorial, Proofreading and Writing
Marketing and Public Relations
Customer Service
Interpersonal and Organizational
Macintosh Computer
Knowledge of Web Design and Social Media

HONORS

AlGA Book Show
AlGA Graphic Design USA3 Design Leadership Award
American Association of University Presses
Art Directors Club of Boston
Art Museum Association of America
Communication Arts Design Annual
Creative Club of Boston
Graphis Annual
New England Book Show
Print Casebooks 9
University & College Designers Association

REFERENCES

- Erika Smith
Jill McGowan Freeport Store
207-865-0909
- Susan Strano
Bennington Museum
802-447-1571
- Sis de Bordenave
MIT Women's League, Cambridge, MA
617-253-3656
- Vivian Thomas
Josiah Allen Real Estate, Manchester, VT
802-345-3891