

CATIE MYERS-WOOD

www.catiemyerswood.com

EDUCATION

University of Georgia, Athens, GA, *cum laude* - GPA 3.58/4.0

Grady College of Journalism and Mass Communication
Degree: A.B.J., December 2004
Major: Magazines

Franklin College of Arts and Sciences
Degree: B.A., December 2004
Major: Comparative Literature

EXPERIENCE

Intern July-Oct. 2006
Doyle New York, New York, NY
Photographed merchandise and contributed to layout for catalog production department of auction house.

Administrative Assistant Jan.-June 2006
Parter International, Inc., New York, NY
Managed administrative issues for lawyer specializing in international business development. Duties included travel arrangements, client contact, bookkeeping, phones, expense reports, correspondence, scheduling, and research.

Assistant Manager June 2003-Aug. 2005
Bel-Jean Copy/Print Center, Athens, GA
Directed staff in customer service and preparation of materials for photocopying and printing. Performed graphic design and typesetting according to customer specifications in Macintosh and PC environments. Managed workflow and quality control of jobs.

Intern June-Aug. 2004
Hill Street Press, Athens, GA
Designed materials for advertising and publication, assisted with technical issues at regional book publisher. Worked directly with clients and printing companies on promotional materials.

Owner/Founder Aug. 2002-Feb. 2003
Oddity Records, Athens, GA
Initiated and designed licensed record label Oddity Records to promote and book regional bands. Implemented promotional campaigns for five bands. Booked shows in Athens, Winder and Atlanta area venues.

SKILLS

Photoshop, Illustrator, Quark, InDesign, PowerPoint, MS Word, Excel, Acrobat, Outlook, PageMaker, HTML, ACT!, Peachtree Accounting, PC and Macintosh environments, Fiery printing system, digital photography