



## Amelia Stone

### **Creative professional with international experience**

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English-American with dual EU/US citizenship

## skills

### **Languages:**

- English (native tongue)
- French (proficient)
- French-English translation
- Spanish (elementary)

### **Software and internet:**

- Mac and Windows
- Adobe InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Flash
- Microsoft Word, Excel, PowerPoint, Outlook
- QuickBooks, iBank
- HTML, FTP, Firefox, IE Explorer, Safari

**Work style:** Creative, energetic, organized, thorough, team-oriented, self-motivated

## education

**The University of Texas at Austin**, Austin, Texas, USA

Bachelor of Fine Arts with Honors, Studio Art, 98–03

Bachelor of Arts with Honors, French, 98–02

- *Including translation studies*

**Institute for the International Education of Students**

Art and French courses in Paris, France, fall 01

**Austin Community College**, Austin, Texas, USA

Animation, 3D modeling studies, Aug 05–May 06

## international experience

Residence in France (8 months), England (4 years), Laos (1 year), Jordan (4 years); travel in 29 additional countries on 5 continents

## professional experience

**Independent English Teacher, Paris, France**

**Mar 10–present**

- Improved skills and confidence in speech, comprehension, writing
- Taught vocabulary, grammar, pronunciation
- Explained American and British cultural differences

**Amelia Stone Creative, Austin, USA & Paris, France • Owner, Creative Director**

**Aug 03–present**

- Directed creation of marketing materials from inception to completion for diverse private and non-profit companies and individuals; managed marketing campaigns
- Designed corporate identity, logos, brochures, signage, print and outdoor advertising, packaging, websites, web graphics, e-marketing and a board game
- Produced supporting photography (architectural, portrait), illustration, copywriting, copyediting
- Communicated effectively with clients to assess and fulfill their project requirements
- Managed budgets, deadlines, estimation, sales, invoicing, accounting
- Selected and coordinated printers, paper suppliers and contractors

Amelia Stone

professional experience, *continued*

**Independent Art Teacher, Austin, Texas, USA**

**Jun 03–Nov 09**

- Taught art technique and theory to children and teenagers in customized private lessons
- Inspired self-confidence, creativity, curiosity

**Amy Wick Marketing Communications, Austin, Texas, USA • Graphic Designer**

**Apr 07–Jul 09**

- Designed and maintained corporate identity, advertising (print, outdoor, direct mail, online), brochures, large-format posters, newsletters, trade show booth materials, e-newsletters, email marketing, websites, web graphics, Flash animation
- Collaborated closely with colleagues, senior management, contractors; reported to company president
- Implemented brand standards
- Art directed, shot, edited photography
- Worked directly with external web developers, photographers, producers; selected vendors
- Ensured final art passed proofreading procedure, submitted ads to publications within deadline, signed off on press checks
- Participated in and assisted with coordination of special projects such as clients' tradeshow events
- Identified potential problems, suggested solutions
- Developed methods for improving personal and office-wide efficiency and communication
- Edited and wrote copy

**American Gateways, Austin, Texas, USA • Volunteer French Translator**

**May 05–Jul 05**

- Translated official documents from French to English for non-profit company's refugee clients

**Independent French Tutor, Austin, Texas, USA**

**Feb 02–Jan 05**

- Tutored university and high-school students

**Various feature and short films, Austin, Texas, USA**

**Jun 03–Jan 06**

- Positions included: director/artist of optical special effects, stop-motion animator, modeler, photographer, assistant set decorator
- Title sequence calligrapher for *BEBE*: Official Selection: Cannes Film Festival, Emerging Filmmakers Showcase, 2004

**Gracy Title Company, Austin, Texas, USA • Graphic Designer**

**Jul 03–Oct 04**

- Part of a team responsible for in-house design and printing of marketing materials for a title insurance company and its real estate agent clients
- Wrote marketing copy, photographed homes on the market, digitally illustrated architectural elevations
- Trained employees in online ordering system
- Developed departmental recycling program to solve serious waste issue

