

## RESUME

# Garret Smith

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## OVERVIEW

Motivated, creative web and graphic designer with a background in freelance web design and the arts. Projects emphasize individual style and cross-platform versatility with a focus on web-standards compliance and user experience. Proven ability with visual translation of abstract instructions; Efficient and successful project management accomplishments; Astute interpersonal skills in fostering effective client relationships; Devotion to detail and an impulsive knack for organization; Awards in photography and mixed media art.

## PROFICIENCIES

XHTML, CSS, JQuery, Photoshop, Dreamweaver, Illustrator, MS Office, OSX and Windows platforms.

## EDUCATION

Bachelor of Arts in Visual Culture  
1999 - 2004 Gallatin School of Individualized Study, New York University, New York, NY  
Concentrations in New Media, Photography and Critical Theory

## EXPERIENCE

2006 - 2008 Garret Smith Projects, Brooklyn NY, *Director*  
Freelance web and graphic design for clients in the fashion, art and music industries. Directed every stage of numerous media projects from conceptualization, planning, budgeting, development, design and optimization to back-end coordination and maintenance.

2006 - 2007 Chloe Piene, New York NY, *Primary Assistant*  
Project management and direction of studio operations for a major internationally represented artist; Design and maintenance of the artist's website; Production of interactive and print media; Writing copy for public and media relations; Coordination of studio archives, staff and finances.

2005, Eileen Maxson, Austin and Houston TX, *Project Director*  
Design, management and construction of the installation component of *Grand Opening (2005)*, the commissioned mixed media element of Eileen Maxson's retrospective at ArtHouse Texas, which was awarded the 2005 Texas Prize for Contemporary Art; Role included managing a team of full-time assistants.

2005, Aurora Picture Show, Houston, TX, *Administrator*  
Executed a comprehensive office re-organization and IT overhaul; Performed web design and maintenance; Produced graphic design for programs, posters and flyers; Public relations copy.

2002 - 2003, Elmor Holmes Bobst Library, New York, NY, *Conservator*  
Repaired, maintained and re-designed new and antique materials for the library's collection; Daily duties required meticulous attention to detail, quality of workmanship and the overall usability of materials.

REFERENCES AVAILABLE UPON REQUEST