

## education

**Massachusetts College of Art**, Boston, MA *Certificate of Graphic Design*  
*May 2005*

**University of Massachusetts**, Amherst, MA *Bachelor of Art*  
*2000, Cum Laude*

**Tel Aviv University**, Ramat Aviv, Israel *Overseas Program*  
*Fall 1998*

## work history

**Graphic Designer**, The Edelman Group. New York, NY  
*May 2007-present.*

Designer at small design and marketing firm. Projects include print material, PowerPoint presentations, and Flash animations. Maintain firm's website. Print production artist. Clients include American Express, MetLife, and Prudential.

**Graphic Designer**, Ross Culbert and Lavery, Inc. New York, NY  
*August 2006-February 2007.*

Designed projects at this medium sized design studio in print, including logos, identities, collateral, newsletters, and annual reports. Coordinated print production for major print jobs. Clients include Simpson Thacher, Milbank, Scholastic, Wiley Rein and Fielding.

**Freelance Graphic Designer**, Boston, MA. *December 2004-present.*  
Clients include MIT Press, Edelman Group, Graj + Gustvason, Savata Catering, and Five Points Yoga.

**Graphic Designer and Development Assistant**, Harvard Hillel.  
Cambridge, MA. *July 2005-August 2006.*

Layout 28 page newsletter including redesign of cover. Designed booklet, tickets, receipts for High Holiday Services. Maintain website. Maintain all donations to the organization.

**Administrative Assistant**, Committee on Accuracy in Middle East Reporting in America, Boston, MA. *December 2002-July 2005.*

Layout various publications for major distribution. Create mail merge letters and large mailings. Maintain database of donations and members.

## skills

Adobe Creative Suite, Microsoft Office, Excel and PowerPoint, Dreamweaver, Flash, QuarkXPress, Mac and PC Platforms

## work samples

<http://debbiekaplan.com>

730 Columbus Ave. #4E  
New York, NY 10025  
dk@debbiekaplan.com  
617.271.6344