

aili contini-field

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EDUCATION

Center for Digital Imaging Arts (CDIA) at Boston University, Waltham, MA

Certificate in Graphic and Web Design, *expected May 2011*

Harvard Extension School, Cambridge, MA

Various classes, 2004–2007, in the areas of web design, economics, and international relations; GPA 3.7/4.0

Brown University, Providence, RI

A.B. History, 2002

GPA in major: 3.9/4.0, overall: 3.7/4.0

TECHNICAL SKILLS

Hand-coded W3C-valid HTML/XHTML with attention to accessibility, cross-browser compatibility, and graceful degradation && Producing web-appropriate creative media && Site architecture and online file management for web publication && Site management with WYSIWYG CMS interfaces (WordPress, Tumblr) or FTP

Languages: HTML/XHTML + CSS (including HTML5 and CSS3), Javascript with jQuery, Flash/Actionscript 3; some experience with server-side scripting using Apache

Design applications: Adobe CS5: Comfortable in Photoshop, Illustrator, InDesign, Flash; some experience with Fireworks

Text editors: BBEdit, TextWrangler, Notepad++, Dreamweaver

FTP clients: Cyberduck, Transmit

Computing environments: Proficient in Windows and Mac OSX; some experience with UNIX shell

General: MS Office 2007; OpenOffice; Google Docs; FileMakerPro; numerous Internet browsers

Other: iTunes, Audacity (for audio editing)

PROFESSIONAL EXPERIENCE

The New England Journal of Medicine, Boston, MA

Web Production Specialist

2007–2010

- Produced HTML and CSS code and Web-appropriate graphics for the NEJM homepage and numerous supplemental pages according to tight production timelines
- Managed files pertaining to the web using a proprietary CMS, FTP, and WordPress
- Drafted or selected appropriate text to accompany web pages and features
- Maintained a satellite NEJM site hosted by WordPress; trained the manager of a second such site
- Proofed, edited, and processed audiovisual content (Flash presentations, mp3 files) for web or iTunes publication
- Proofed articles and interactive features, e.g. weekly issue content, RSS feed XML, audio podcasts, and email campaigns

Senior Editorial Assistant

2003–2007

- Coordinated between authors, editors, and reviewers for all aspects of peer review and revision
- Managed two review series
- Formatted and proofread articles, correspondence, and presentations to ensure they met technical specifications
- Responded on behalf of NEJM to email and telephone queries from readers, authors, and the public
- Produced additional illustration or design projects as needed (presentations, invitations)

Manuscript Assistant

2002–2003

- Processed all incoming articles submitted for consideration for publication
- Wrote content for and collaborated on site redesign of the NEJM Author Center
- Trained colleagues in the use of the online submission website and associated proprietary software

Brown University, Providence, RI

Payroll Coordinator, Brown University Food Services

2001–2002

Processed worker, supervisor, manager hours; maintained the student worker database using MS Access

Summer Housing Coordinator, Brown University Conference Services

summer 2001

Ran a help desk for out-of-town participants in summer events hosted by Brown University

Office Assistant, Brown University Public Affairs/University Relations

summer 2000

Supervisor, Gate Café, Brown University Food Services

2000–2002

Managed shifts of 8 to 10 student workers; trained new supervisors and cashiers

OTHER EXPERIENCE

Art Consultant, Brown University Food Services

1999–2002

Designed posters and flyers for student employee recruiting projects

Corresponding Secretary, Brown University Band

1999–2000

Designed merchandise for distribution to members and alumni: 75th Anniversary Cap, 2000–2001 T-shirt

PROFESSIONAL MEMBERSHIPS & INTERESTS

- Member of **AIGA**, 2011–current
- Active participant in the **Boston WordPress** and **Boston PHP** Meetup groups
- Student in the Boston PHP “PHP Percolate!” self-study group

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