

# KRISTINA NAUDE'

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## Education

**University of Maryland, College Park**

*May 2008*

B.A in Communication Studies

B.A. in Art Studio, Concentration in Graphic Design

Language skills: Beginner Spanish

### Relevant Course Work:

- 3- Dimensional Product Design
- Design in Marketing, under UMD Robert H. Smith Business School
- 2- Dimensional Layout Design
- Public Relations Comprehensive Course

## Work Experiences

**Media Relations Intern**, Georgetown University Hospital, Washington, DC

*Jan 2009 - present*

- Assist Media Relations Director during video taping interviews
- Participate in weekly staff meetings and brainstorming sessions
- Clip related health articles for monthly "Media Monitoring Reports"

**Traffic/Workflow and Design Intern**, Merrick Towle Communications, Beltsville, MD

*Fall 2007*

- Managed job flow from both the Account Management & Designer department
- Responsible for assigning projects to over 15 designers based on specialties
- Developed timelines for projects to follow, and monitored their status each day
- Insured product quality when projects were assigned
- Modified advertisements, such as changing dates, swapping out pictures, editing pictures and adjusting information

**Facilities Manager**, Reservations Office at Stamp Student Union, College Park, MD

*Summer 2007*

- Established a standard operating procedure (SOP) by implementing a color-coded prioritization system with office forms
- First point of contact for patrons who came to the office with room reservation needs

**Secretary and Webmaster**, Filipino Cultural Association

*2005- 2008*

- Collaborated with executive board members to create networking events
- Generated & composed weekly newsletter to be sent to entire organization
- Expanded public awareness throughout campus & Washington D.C. area through community outreach programs & fundraisers
- Chaired and oversaw the execution of the annual Fashion Show Fundraiser

**Programming Chair**, Filipino American Studies Program

*2006- 2008*

- Launched program that fundraised over \$10,000 in scholarships.
- Assembled press release packets for Filipino-American Studies Fundraising Gala
- Networked with the Asian American Studies Department and representatives from the greater Filipino American community in the Washington D.C. area

**Workshop Chair Coordinator**, Filipino Intercollegiate Networking Dialog Inc.

*Fall 2005*

- Developed a training course for and administered training to over 75 moderators
- Prepared activities that helped students gain knowledge of Filipino-American Culture
- Administered training to over 500 students at the mid-Atlantic Collegiate Conference

## Computer and Design Skills

- Adobe Photoshop, Illustrator, InDesign & QuarkXPress
- Microsoft Office
- *Proficient in both Windows and Mac operating systems*