

# Michelle Graves

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## education

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- Fall 09 - present **Columbia College Chicago**, MFA Interdisciplinary Arts and Media  
-Folletts Fellowship
- Summer 04 **IU Bloomington Continuing Studies**, Bloomington, IN  
-Web Development Certificate, July 2004
- Summer 03 **International Center of Photography**, New York, NY  
-Advanced Photoshop Workshop
- 98 – 03 **Indiana University**, Bloomington, IN *Graduation Date:* May 2003, GPA 3.2/4.0  
-Bachelor of Fine Arts Photography/Art History Minor  
-Evelyn “Pat” Glazier Fellowship
- Summer 02 **International Study Abroad Program**, Florence, Italy

## skills

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- Mac/PC literate, Senior level in Adobe CS4 Photoshop, InDesign, Illustrator, Word, Excel, Corel Draw, Photopaint. Proficient in HTML, Dreamweaver, Flash, ImageReady, Final Cut Pro, Premier, After Effects, DVD Studio Pro, Director, Quark, Access, FTP software, calibration software, scanners. Prepress experience in 4-color print processing and web imaging. Extensively used Epson 10,000/9,600, HP, Xerox, Fuji printing equipment.
- Digital photography competence in studio and on-site shoots. Experience in start to finish image process of lighting, composition, shooting, transfer, retouching, color correction, and print.
- Involvement in fast-paced, high-demand, digital office settings. Also accomplished in running a versatile home-office/studio, comfortable with multitasking, customer service, and organizationally sound.
- Exceedingly self-motivated, quick learner, adapt easily and enjoy project-to-project based employment.

## work experience

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- Fall 06-Present **Freelancer**, Chicago IL (<http://michellegravesphoto.com/graphicDesign.htm> for client list)  
**-Photoshop Retouching Expert, Graphic Designer, Production Artist, Photographer, Fine Artist;** Retouching - compositing, color correction, clipping for web/pre-press in portraits/products; Design - web and print, branding, logos, layout, Flash banners, keylining; Studio/on-site Photographer; former resident of The Splat Flats Artist Community ([www.thesplatflats.com](http://www.thesplatflats.com)), Founding Board Member/former Marketing Manager of Non-Profit Chicago Roller Derby League (*ChicagoOutfitRollerDerby.com*)
- Respective **Artist Assistant**, Dan Witz, ([danwitz.com](http://danwitz.com)) NYC 03; James Nakagawa - Guggenheim Recipient 09, ([osamujamesnakagawa.com](http://osamujamesnakagawa.com)) Okinawa, Japan 06; Jason Salavon, ([salavon.com](http://salavon.com)) Chicago, IL, 07 - Present  
**-Onsite Assistant, Digital Assistant;** **Witz:** street art detail, document photographer; **Nakagawa:** composite and retouched photos using raw files in Photoshop; carrier of all equipment and supplies during photo-shoots of cliffs and landscapes in Okinawa; aided in framing/conceptualizing; **Salavon:** organizational assistant, web maintenance, project based research, photo document work
- Fall 04-Spring 06 **Printing Industry of Illinois/Indiana Assn ([pii.org](http://pii.org))**, Chicago, IL  
**-Communications Manager, Event Coordinator;** editor of weekly e-newsletter including research, layout, and conversion to html; conceptualized and created Flash CD-ROM for credit bureau; created brochures for events ie. Photography, layout, and print; update member database, query members for emailing; coordinate events ie. award ceremonies, software courses, golf outings
- Summer 05 **Optimus ([optlmus.com](http://optlmus.com))**, Chicago, IL  
**-Intern in Post-Production**, Client service assistant, and intern in all post-production areas including Avid Editing, DVD authoring, Audio Editing, After-Effects Editing. Also time-coded footage; converted images for DVD authoring; ripped footage for editors; dubbed d-Beta tapes
- Fall 03-Fall 04 **Photographic Services at Indiana University**, Bloomington, IN  
**-Head Assistant;** scanned negatives, slides, art, books; scanned/retouched large amount of images for renowned Kinsey Institute photo archive; maintained University photo archive with Extensis Portfolio; shoot passport and University staff portraits; run C-4 processor; customer service
- Summer 03 **International Center of Photography ([icp.org](http://icp.org))**, New York, NY  
**-Intern in Digital Department;** Lab Monitor; video, imaging, and printing troubleshooter for students in a state of the art lab; assistant in beginning and advanced Photoshop Workshops