

MELANIE POSTMA

2355 Lancashire Dr, Apt 2B
Ann Arbor, MI 48105
(734) 330-7195
postma.melanie@gmail.com
PostmaDesign.com

EDUCATION

Eastern Michigan University; Ypsilanti, MI B.A. in Fine Arts

April 2008

- 3.78 cumulative GPA (4.0 scale)
- Dean's List during all semesters
- Further coursework in Graphic Design completed in 2011 and 2012

Scuola Leonardo da Vinci; Florence, Italy
Student, Marketing Intern

11/2009 – 5/2009

- Obtained a certificate signifying completion of classes to level of B2 proficiency in the Italian language
- Created positive business relations and focused on international communication by participating in a full time, intensive Italian language course followed by an internship as part of an Italian based marketing firm promoting study abroad programs and the region of Tuscany in Italy
- Utilized the Italian language by collaborating with l'Ufficio di Web Marketing team of the Scuola Leonardo da Vinci to write and edit information on their vast website that is used to promote various study abroad programs throughout Italy while providing accurate, concise, relevant and helpful information about the region of Tuscany thereby creating an ideal user experience.

WORK EXPERIENCE

Mainstreet Ventures Inc.; Ann Arbor, MI
Graphic Designer

2/2011 – Present

- Work directly with the Director of Marketing to create copy and deliverables for use in print and web production
- Remained organized and focused while designing multiple, complex and concurrent projects for fifteen unique restaurant concepts in five states

River Gallery Fine Art; Chelsea, MI
Assistant Director

5/2008 – 9/2009

- Collaborated with gallery owners in marketing and public relations endeavors to attract potential buyers and thereby expand business; Responsible for developing and maintaining gallery's previously outdated website
- Managed multiple and diverse aspects of art exhibitions to ensure their successful execution including; presentation of artwork such as lighting, hanging and placement
- Organized opening reception functions; identified appropriate invitees, oversaw and supervised at event
- Communicated directly with clients nationwide via e-mail, telephone and in person while leading them through the very individual art purchasing process by determining their personal preferences and guiding them appropriately

WORK EXPERIENCE CONT.

E. Michigan University Galleries; Ypsilanti, MI
Intern

1/2008 – 4/2008

- Assisted the university's gallery director, guest judge and committee in all aspects of exhibition planning and execution of the Great Lakes Drawing Biennial juried show and Faculty show during
- Handled all logistical tasks such as assembly, tear down and return delivery of artwork of all current shows
- Organized, compiled and created a database for all applications and entries for contemporary exhibitions
- Composed, proofread, edited press and submitted releases for upcoming exhibitions

Mainstreet Ventures; Chop House, Ann Arbor, MI
Guest liaison

5/2006 – Present

- Provide exceptional customer service to a demanding and sophisticated clientele; consistently rewarded with above average gratuities
- Maintain detailed knowledge of the restaurant's always changing selection of food and wine to instill customer confidence
- Performed concurrent tasks in a timely, professional and pleasant manner despite the inherent crisis nature of an upscale restaurant environment
- Publicly recognized for exceptional customer service and attention to detail after an annual company-wide President's Inspection

SOFTWARE

- Proficient in the Adobe CS5 suite including:
 - Illustrator
 - PhotoShop
 - InDesign
 - AfterEffects
 - Dreamweaver
- Final Cut
- Microsoft Office
- Mac and PC platform

OTHER ACCOMPLISHMENTS

- Member of AIGA. Designed a 40" x 60" poster for "Snap Shot" - January, 2012
- Recipient of the Regents Scholarship for Academic Excellence: six consecutive semesters
- Recipient of the Emil Weddige Scholarship for Fine Arts
- Michigan Competitive Scholar
- Original art work accepted to multiple art exhibitions and published in the Cellar Roots publication of 2008
- Participated in "Art in Paris", a study abroad program in France exploring the history of French art
- Speak conversational Italian. High reading comprehension
- PostmaDesign.com

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