

# RACHEL JOHNSON

1743 Moon Lee Lane, Eugene, Oregon 97403 • 541-579-0660 • rachel@rljart.com • www.rljart.com

## EDUCATION

Currently working toward a Master of Science degree in Arts Management, with an emphasis in Museum Studies. University of Oregon, Eugene, Oregon.

**2003** Bachelor of Arts Degree, double-major in Commercial Design and Painting. Graceland University, Lamoni, Iowa.  
**GPA 3.7** - Magna Cum Laude

**1999** Blue Valley Northwest High School, Overland Park, Kansas.  
**GPA 4.0**

## SPECIAL SKILLS

### computer:

- proficient in both Mac and Windows platforms
- basic HTML programming & web graphic experience
- QuarkXpress
- Adobe Photoshop, Illustrator, and InDesign CS2
- word Processing, including MS Word
- pre-press document prep, including PDF creation
- PowerPoint, including creation of original slide backgrounds

### other:

- photography, including b&w film and print developing
- digital photography
- high-resolution scanning
- matting, framing, and hanging
- slide portfolio preparation
- canvas preparation and painting skills
- customer service, including retail, sales and phone skills
- packaging and shipping

## WORK EXPERIENCE

Spring 2006, **Practicum Intern to the Registrar**, Jordan Schnitzer Museum of Art, University of Oregon, Eugene, Oregon, (541) 346-0970, supervisor: Jean Nattinger.

**Duties:** completed condition reports, helped pull objects for use in upcoming exhibitions, put away objects after use, worked on the collections computer database, filed object information.

Fall 2005, **Practicum Intern to the Director of Education**, Maude Kerns Art Center, Eugene, Oregon, (541) 345-1571, supervisor: Sabrina Hershey.

**Duties:** designed event website: [www.mkartcenter.org/dia](http://www.mkartcenter.org/dia), designed new class evaluation forms, designed membership brochure, helped with office duties.

2000 - 2005, **Production Assistant**, *American Art Review* magazine, Leawood, Kansas, (913) 451-8801, editor and publisher: Tom Kellaway.

**Duties:** designed advertisements, designed website: [amartrev.com](http://amartrev.com), scanned images from slides and transparencies, inputted and edited articles, helped with subscription management, answered phones, mailed media kits and back issue orders.

July 2003 - October 2004, **Sales Associate**, Pottery Barn, Home Accessories, Leawood, Kansas, (913) 663-4458, manager: Jill Jones.

**Duties:** greeted customers, customer service, sales and cashier operation, stocking and floor presentation.

2002 - 2003, **Editor**, *The Tower*, Graceland University newspaper, Lamoni, Iowa, (641) 784-5261, faculty sponsor: Tom Morain.

**Duties:** designed the entire paper, created graphics, designed advertisements, inputted all information for every issue, wrote editorial and articles, edited articles, led staff meetings, managed the office.

2001-2002, **House President**, Graceland University, Lamoni, Iowa, (641) 784-5000, supervisor: Marian Kilpack.

**Duties:** lead and organized all house meetings and activities, led conflict mediation, enforced rules, was responsible for 40 women on my hall.

Spring 2001, **Graphic Designer**, *The Tower*, Graceland University newspaper, Lamoni, Iowa, (641) 784-5261, editor: Matthew Bolton.

**Duties:** designed all advertisements and graphics, led an overhaul of the entire newspaper layout and design.

Spring 2000, **Layout Assistant**, *The Acacia*, Graceland University yearbook, editor: Erika Frazier.

**Duties:** designed all layouts, took photographs, designed advertisements, designed cover.