

# Katrina Noble

PORTFOLIO [katrinanoble.com](http://katrinanoble.com)

## Experience

### Freelance Work

#### Graphic Design

**SHAMBHALA PUBLICATIONS**, Boston, MA

**MIT PRESS**, Cambridge, MA

**BOSTON PUBLIC LIBRARY FOUNDATION**,  
Boston, MA

**WISDOM PUBLICATIONS**, Somerville, MA

**KUPFERBERG CENTER FOR THE ARTS AT  
QUEENS COLLEGE**, Queens, NY

**INTERNATIONAL RESCUE COMMITTEE**,  
New York, NY

**RETAIL ACTION PROJECT**, New York, NY

#### Production

**FLANDERS & ASSOCIATES**, Boston, MA  
JANUARY 2012 – MAY 2012

**Proofreader for the *Quarterly Journal  
of Economics***

**MIT PRESS**, Cambridge, MA  
SEPTEMBER 2009 – OCTOBER 2010

**Copyeditor for the *Journal of East  
Asian Linguistics***

**JEAL, HARVARD**, Cambridge, MA  
SEPTEMBER 2009 – NOVEMBER 2010

#### Senior Designer

**OXFORD UNIVERSITY PRESS**, New York, NY  
APRIL 2012 – AUGUST 2014

I designed and art-directed book covers; created and improved standardized design templates; wrote specs for vendors; and worked on digital design projects as needed.

#### Graphic Designer

**PARTNERS IN HEALTH**, Boston, MA  
NOVEMBER 2010 – MARCH 2012

I designed training curricula for community health workers in Haiti and Rwanda; created and tracked the production process for the development of all training materials for the department; and consulted on other design projects as needed.

#### Book Design Intern

**SHAMBHALA PUBLICATIONS**, Boston, MA  
AUGUST – NOVEMBER 2010

I designed book covers and interiors and completed cover mechanicals for Trade fiction & non-fiction books; typeset a complete manuscript; and coordinated with external typesetters to implement changes.

#### Project Manager & Account Assistant

**SELTZER DESIGN**, Cambridge, MA  
OCTOBER 2009 – NOVEMBER 2010

I managed the schedules, tracked project costs, and coordinated the production for all of the firm's projects; acted as a liaison between clients, vendors, and designers; and provided design assistance as required.

#### Journals Production Coordinator

**MIT PRESS**, Cambridge, MA  
NOVEMBER 2006 – OCTOBER 2009

I ushered seven academic journals through the production process; conducted quality review on copyediting, proofreading, typesetting, and metadata conversion for online content; and coordinated with vendors, freelancers, and editors to improve efficiency and resolve issues.

#### Associate Agent

**ANDERSON LITERARY MANAGEMENT**,  
Washington, DC  
FEBRUARY – SEPTEMBER 2006

I assisted with a list of 45 authors; created organizational systems; tracked contracts and author payments; responded to author queries; and submitted manuscripts to publishers and for subsidiary rights.

## Education

**MASSACHUSETTS COLLEGE OF ART & DESIGN**  
Boston, MA

Graphic Design Certificate  
DECEMBER 2011

**THE GEORGE WASHINGTON UNIVERSITY**  
Washington, DC

Bachelor of Arts: International Affairs  
AUGUST 2005  
*Summa Cum Laude*

## Skills & Associations

- » Adobe Creative Suite (CS3–7)
- » working knowledge of HTML, CSS, javascript, and Flash
- » Daylite, FunctionFox, Basecamp, FileMaker Pro
- » MS Office
- » Basic French & Russian
- » knitting, bookbinding, photography
- » AIGA Mentor, 2013 school year
- » Judge in the 2012 New England Book Show
- » Public Access Design Fellow 2013–2014