

Katrina Noble

PORTFOLIO 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