



# Claire A. Talbott

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## PROFILE

Vibrant and creative recent graduate with a passion for digital content. Aiming to use my design skills and production experience to assist in a graphic design position at your company.

## SKILLS

- Proficiency in entire Adobe Suite with an emphasis in **Photoshop, Premiere Pro, AfterEffects, and Indesign**
- **Highly motivated self-starter**
- Experience designing for both print and digital content
- **Experience editing TikToks, Instagram Reels, and IGTV videos**
- Personal access to equipment including the entire Adobe Suite, Nikon DSLR, Canon T70, iPhone 11 Pro, iPad Air, Procreate, and Macbook Pro

## WORK EXPERIENCE

### CREATIVE DIRECTOR

**Constructed Realities**  
(Fordham University Directing Thesis)

May 2021 - Dec 2021

- Conceptualized and oversaw weekly experimental rehearsals.
- Managed a team of approximately 20 actors and designers.
- Conceptualized, designed, and fully constructed a five-room experiential installation in under five weeks.
- Wrote, recorded, and produced a twenty-minute guided audio track.
- Filmed, animated, and edited multiple short films to be shown within the installation.
- Designed a Wix website to access the digital component of the installation.
- Designed all marketing materials including social promotions and print posters.

### GRAPHIC DESIGN COORDINATOR

**The UC Theatre**

June 2021 - Oct 2021

- Designed and oversaw the printing process for show posters, fundraising materials, and in-house signage.
- Executed visual social content to promote shows across multiple platforms including Google Ads, Instagram, Twitter, etc.
- Designed all in-house signage including bar menus, COVID-protocol notices, and backstage passes.
- Designed templates and graphics for email, mobile and social marketing platforms.
- Communicated and worked closely with cross-functional teams (marketing, front-of-house, education) on concepts, ideas and inspiration for designs.

### EVENTS MANAGER/GRAPHIC DESIGNER

**The Mixed Space**

July 2018 - May 2021

- Conceptualized and oversaw monthly online forums discussing the mixed-race experience.
- Coordinated and managed attendee virtual room placement, meeting recording, chat messaging, screen sharing admin, etc.
- Created and implemented a planning timeline and produced a comprehensive minute-by-minute run of show for each event.
- Built and maintained relationships with vendor partners and influencers
- Designed marketing materials and managed the Event Brite.

### CREATIVE DIRECTOR, CO-FOUNDER

**CAVA Collective**

Aug 2019 - June 2021

- Oversaw and executed art direction, photography, videography, and graphic design for all CAVA photoshoots
- Researched emerging artists between New York and LA
- Coordinated and booked interviews and photoshoots.
- Conceptualized and oversaw monthly online networking forums for young artists.
- Created budgets and fundraising plans
- Designed and created marketing packets
- Produced, wrote, starred in, and edited instructional/motivational video shoots

## EDUCATION HISTORY

**BA in Theatre Directing**  
**Fordham University**  
**Lincoln Center**

December 2021