

# Charlotte Cooper

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## EDUCATION

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<b>California College of the Arts</b> San Francisco, CA	2011 (expected)	<b>M.F.A. Design</b> , concentration in Communication Design GPA: 3.73/4.0; AIGA student chapter board member
<b>Wellesley College</b> Wellesley, MA	2002	<b>B.A Cognitive Science</b> , Magna Cum Laude (Durant Scholar) GPA: 3.76/4.0; Psi Chi National Honor Society in Psychology

## WORK

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<b>MHN / Health Net</b> Marketing & Communications San Rafael, CA	2004–2009	<b>Graphic Designer / Project Representative</b> <ul style="list-style-type: none"><li>» Collaborated with diverse cross-functional team to conceptualize, design and produce wide range of communication materials for print, electronic and web distribution.</li><li>» Initiated and facilitated company branding redesign</li><li>» Led customization of and transition to online asset system, including functionality, branding and training aspects.</li><li>» Promoted internally from coordinator position; received two "Spot Awards" for performing above and beyond duties.</li></ul>
<b>United Talent Agency</b> TV Literary Dept. + Mailroom Beverly Hills, CA	2002–2003	<b>Assistant / Agent Trainee</b> <ul style="list-style-type: none"><li>» Ensured smooth and efficient coordination between agency, network/studio executives, and clients.</li><li>» Negotiated tight deadlines and quick strategy pivots.</li><li>» Supported vital operations, including tracking client payments and commissions, maintaining agency-wide databases, and generating extensive script coverage.</li><li>» Often requested to lead or assist with client relations, and with special or confidential projects.</li></ul>
<b>Lucasfilm</b> Lucas Licensing Nicasio, CA	Summer 2001	<b>Licensing &amp; Merchandising Intern</b> <ul style="list-style-type: none"><li>» Coordinated international translations of <i>Star Wars: Episode II — Attack of the Clones</i> for dubbing and product packaging.</li><li>» Generated weekly "Product of the Week" image and description published on official Star Wars websites.</li><li>» Maintained product and client information databases.</li><li>» Trusted with confidential script/plot information, blueprints, toys and special effects images prior to AOTC release.</li></ul>

## SKILLS

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<b>Technical / Digital</b> Adobe CS4 Suite (Photoshop, Illustrator, InDesign, Dreamweaver), Microsoft Office Suite (PowerPoint, Word, Excel), Keynote, HTML and CSS.	<b>WZLY 91.5 FM, Wellesley College Radio</b> General Manager (2002), Publicity Director (2001), and FCC-licensed DJ with weekly on-air/online broadcast (1999– 2002)
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