

CHARLOTTE COOPER

ragingdork.com acerbia@gmail.com (415) 359-6540
1970 Sutter St. #109 San Francisco, CA 94115

EDUCATION

Wellesley College 1998 - 2002 BA in Cognitive Science, Magna Cum Laude (Durant Scholar).
Wellesley, MA GPA: 3.76/4.0. Psi Chi National Honor Society in Psychology.

WORK

MHN, Inc. 10/05 - now **Graphic Designer/ Project Representative**
(Subsidiary of Health Net, Inc.)
Marketing & Communications
Point Richmond, CA
Promoted internally after demonstrating proficiency and creativity. Conceptualized and created print/electronic materials for external and internal distribution, including presentations templates and visual aids, brochures, one sheets, postcards, premiums, trade show booths, website assets, HTML emails, banner ads and other materials as needed. Initiated and facilitated redesign of company look & feel. Primary tools: Adobe CS2 Suite.

2/04 - 9/05 **Department Coordinator**
Assured timely and correct fulfillment of member materials, implementing tracking system and several stages of quality assurance inspections. Liaised with external print vendors, internal clients and administrative bodies. Maintained internal collateral repository and internal files, coordinated financial aspects of collateral and premium production. Recipient of two "Spot Awards" for performing above and beyond required duties.

United Talent Agency 6/02 - 6/03 **Assistant & Agent Trainee**
TV Literary Department and Mailroom
Beverly Hills, CA
Supported busy talent agent: handled heavy phones, produced submission materials to network and studio executives, managed schedule for agent and clients, tracked client payments and commissions, maintained essential agency-wide project databases and client files, generated extensive script coverage for casting and staffing purposes. In mailroom, supported vital agency operations: sorted and delivered mail/scripts, acted as temporary assistant to multiple agents, often requested to assist with client relations and special projects.

Lucasfilm Ltd./Lucas Licensing Ltd. 6/01 - 8/01 **Intern**
Domestic and Int'l. Merchandising
Nicasio, CA
Coordinated international translations of Star Wars II to create master lists for dubbing and product packaging. Generated weekly "Product of the Week" image and description published on starwarskids.com. Maintained product and client information databases. Trusted with confidential script/plot information, blueprints and special effects images.

Citron Haligman Bedecarré Advertising 6/98 - 8/98 **Intern**
Creative Department
San Francisco, CA
Researched, acquired film footage and images for commercial projects, proposals and campaigns. Maintained organization of incoming portfolios, magazine library,

DIGITAL

Platforms Primarily PC, comfortable and easily adaptable to Mac.

Applications Adobe CS2 Suite (focus: Illustrator, Photoshop, InDesign), Macromedia Fireworks, Microsoft Office (Excel, Outlook, PowerPoint, Word), Lotus Notes.

Peripherals HTML, scanners, graphic tablets, digital cameras and other accessories.

ETC.

WZLY 91.5 FM 2001 - 2002 General Manager
Wellesley College Radio 2000 - 2001 Publicity Director
(aka Electric Ladyland) 1999 - 2002 Licensed on-air DJ with weekly broadcast