

**SCOTT HUMMEL**

scott@soarcreative.com + 415 342 7527 + Portfolio available at soarcreative.com.

**SKILLS SUMMARY**

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Graphic Design, Art Direction, Web Design, Pre-press Production

**PROFESSIONAL EXPERIENCE**

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SOAR CREATIVE Fairfax, CA 2004–present

Principal

- Design and produce identity materials including logos, business cards, and letterhead
- Develop, construct, and maintain web sites, designing both site interface and architecture
- Design and produce promotional materials including brochures, invitations, advertisements, and self-promotional pieces

INSTITUTE FOR JEWISH AND COMMUNITY RESEARCH San Francisco, CA 2004–06

Art Director

- Designed and produced covers and contents for all publications, including books, reports, advertising, and web banners
- Directed update, reorganization, and revision of web site to create uniform appearance
- Managed production schedule for publications
- Managed printing process, including acquisition and negotiation of quotes and approval of press checks and color proofs
- Identified and selected images for publications and promotional materials and negotiated image rights and fees
- Coordinated advertising schedule, production, and budget of \$80,000
- Managed publication cataloging and copyright process with Library of Congress and other institutions
- Coordinated sales and distribution of trade publications with vendors including Barnes & Noble and Amazon.com

WILLIAMS-SONOMA San Francisco, CA 2002–04

Lead Photo Producer, Pottery Barn Catalog

- Managed location logistics and property-owner relations throughout photo shoot process, including arranging permits
- Coordinated needs of art director, photographer, stylist, buyers, and warehouse to ensure successful shoot
- Managed accurate daily organization and delivery of props and merchandise from multiple sources to location
- Coordinated maintenance of supplies necessary for set building and photography
- Supervised merchandise and set coordinators' work in support of creative, photography, and warehouse departments
- Scouted photo locations for creative and production needs

INSTITUTE FOR JEWISH AND COMMUNITY RESEARCH San Francisco, CA 2002

Design / Production Assistant

- Designed and edited research publications

CALIFORNIA COLLEGE OF ARTS AND CRAFTS Oakland, CA 2000–01

Photographer / Designer, Center for Art and Public Life

- Produced photographic documentation for four on-going programs and numerous events

GEORGETOWN UNIVERSITY Washington, DC 1999–2000

Service Learning Coordinator, Volunteer and Public Service Center

- Directed curriculum-based service learning program involving 75 students from 50 classes
- Collaborated to design and implement campus-wide program on leadership, community, and spirituality

BROWN UNIVERSITY Providence, RI 1996–99

Assistant Director for Community Outreach, Swearer Center for Public Service

- Developed and coordinated work-study program involving over 100 students annually in community-based jobs
- Recruited, selected, trained, and supervised up to 12 program coordinators annually

UNIVERSITY OF NEW HAMPSHIRE Durham, NH 1993–96

Partnership for Social Action Coordinator / Residence Hall Director

- Designed and led service immersion program with annual budget of \$17,000, sending 245 students to 17 sites over three years
- Developed and facilitated local and national workshops on leadership, diversity, community, sexuality, and power

**EDUCATION**

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Post-Baccalaureate Studies, Fine Arts	California College of Arts and Crafts, 2000–01
Master of Arts, Education – College Student Development	Virginia Tech, 1993
Bachelor of Arts, History, Magna Cum Laude	Virginia Tech, 1991

**COMPUTER SKILLS**

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Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Macromedia Dreamweaver, QuarkXPress, Excel, FileMaker

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