

MEREDITH J. CUTLER

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www.meredithcutler.com

SUMMARY OF QUALIFICATIONS:

- Experienced, creative Project Manager specializing in arts marketing and communications
- Able to establish and maintain strong internal, vendor and partner relationships
- Service-oriented, organized and effective communicator
- Strong software proficiency on both MAC and PC platforms
- Hands-on experience with online publishing, web and social media marketing

PROFESSIONAL EXPERIENCE:

FIRSTWORKS: Providence, RI. 12/08-present

MARKETING & PR COORDINATOR

- Manage design, production and distribution of all marketing collateral
- Develop messaging and content for all external print communications, website and e-newsletter
- Develop and negotiate sponsorship agreements with regional media partners
- Facilitate media and partner relations as internal contact for deliverable requests

ARTSCOPE MAGAZINE: Quincy, MA. 2/08-present

CONTRIBUTING ARTS WRITER

- Provide written coverage of Rhode Island's cultural news for regional arts publication
- Research stories, conduct interviews, acquire and optimize associated visuals
- Develop and maintain regional partner relations

FIRST ACT INC: Boston, MA. 3/05-5/07

MARKETING & EVENT SPECIALIST

- Redesigned and managed 500K international trade show exhibit program
- Coordinated design, production and distribution of marketing collateral
- Developed and managed archive of key marketing and publicity assets
- Facilitated media relations as internal contact for all deliverable requests

FIRST ACT INC: Newton, MA. 12/02-3/05

SALES COORDINATOR

- Developed sales and video presentations, print advertisements and marketing collateral
- Facilitated development of new consumer products to meet retail partner requirements
- Coordinated and staffed domestic trade show program
- Facilitated field sales team needs across all internal and overseas departments

MASSACHUSETTS INSTITUTE OF TECHNOLOGY: Cambridge, MA. 5/02-9/02

SENIOR STAFF ASSISTANT, OFFICE OF THE ARTS SPECIAL PROGRAMS

- Facilitated Artist-in-Residence and student arts fellowship programs during Director transition
- Provided interim departmental communications to board members and administration
- Tracked and reconciled departmental and project budgets

ADTECH SYSTEMS INC: Wayland, MA. 9/98-10/01

OUTSIDE SALES REPRESENTATIVE

- Represented full-service national dealer of presentation technology
- Consulted with customers on product and installation needs
- Trained end-users and provided ongoing customer service and support

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ADDITIONAL RELEVANT EXPERIENCE:

CROSTINI DESIGNS: Hyde Park, MA. 2007-2008

SOLE PROPRIETOR

- Product development and production of independent designer goods
- Copywriting, product photography, graphic design, sales and web marketing

HYDE PARK ARTISTS' STUDIOS: Hyde Park, MA. 2000-2008

STUDIO MANAGER

- Manage operations budget for multi-tenant artist studio
- Coordinate publicity with Hyde Park Artists Open Studios coalition

9yds. ARTS COLLABORATIVE: Boston, MA. 1998-2002

CO-FOUNDER

- Produced multi-disciplinary arts exhibitions, installations and events
- Developed press releases, event invites and project budgets

EDUCATION AND TRAINING:

SKIDMORE COLLEGE: Saratoga Springs, NY. 1993-1997

BACHELOR OF SCIENCE - MAJOR: STUDIO ART / MINOR: ART HISTORY

- **Graduated Cum Laude**
- **Awards:** Periclean Honors Society: 1995-1997, Ruth Frenzel '51 scholarship for academic excellence: 1996, Anne Reid '76 scholarship for academic excellence: 1997, Nominated "Student Employee of the Year": 1997

UNIVERSITY OF NORTHERN ILLINOIS OUTREACH PROGRAM: 2006-

CTSM CANDIDATE (Certified Trade Show Marketer)

- **Seminars Completed:** Basic Project Management and Reporting Skills, Managing Your Creative, Exhibit Design – From Concept to Completion, The Nuts and Bolts of Budgeting for Results, How to Measure the Value of Events, Integrated Event Tactics, How to Grow Your Brand – Incorporating Brand Marketing Into Your Exhibit Program

SOFTWARE AND HARDWARE PROFICIENCY:

PC Microsoft Office: Word, Excel, Access, PowerPoint Adobe Photoshop Adobe PageMaker	MACINTOSH Microsoft Office (for Macintosh): Word, Excel, PowerPoint Adobe Photoshop CS2 Adobe InDesign CS2 Adobe Illustrator CS2 Adobe ImageReady Adobe Acrobat 8 Quark Express ilife Suite Extensis Portfolio	WEB / CMS HTML Drupal (CMS) Dreamweaver HARDWARE LCD/DLP Projectors Plasma Displays Digital Camera Digital Scanner Wacom Pen Tablet Printing/Binding Machines
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PROFESSIONAL REFERENCES AND WORK SAMPLES:

AVAILABLE UPON REQUEST