

# FINN M. GARDINER

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## EDUCATION

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**Tufts University, Medford, MA** • BA in Sociology; Expected Graduation: 2014

**City College of San Francisco, San Francisco, CA** • AS in Social Science; AA in LGBT Studies, May 2012

**Awards** • Jack Collins LGBT Studies Scholarship at CCSF; Bernard Osher Scholarship

## TECHNICAL SKILLS

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- *Design and Web*: Photoshop, Illustrator, InDesign; HTML, CSS, Google Analytics
- *eLearning*: Articulate Studio, Moodle 1.9 and 2.0, Camtasia Studio
- *Productivity Software*: Word, Excel, PowerPoint, Pages, Keynote
- *Operating Systems*: Windows, OS X, Ubuntu Linux

## PROFESSIONAL EXPERIENCE

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**Boston Public Health Commission, Boston, MA**

PROGRAM ASSISTANT INTERN, DELVALLE INSTITUTE FOR EMERGENCY PREPAREDNESS, JUNE 2013 – MAY 2014

- Developed the Boston Bombings Infographic, which was accessed by over 1400 people in 14 countries
- Created publicity material for various classes, programs and events
- Edited video clips and created ADA-compliant captioning for training videos using the Camtasia software
- Designed graphics and site schemes for eLearning courses and the emergency preparedness knowledge base
- Alpha- and beta-tested eLearning courses on Windows, OS X and iOS
- Helped manage the learning management system by updating courses, changing site schemes and fixing errors in previously published courses

### **Freelance Experience**

GRAPHIC AND WEB DESIGN, 2000 – PRESENT

- Designed outreach materials, webpages and blogs for individuals and non-profit organizations, including Larkin Street Youth Services and City College of San Francisco

**City College of San Francisco, San Francisco, CA**

PROGRAM ASSISTANT, GENDER DIVERSITY PROJECT, FEBRUARY 2010 – MAY 2012

- Prepared resources for LGBT students to navigate campus services
- Created and distributed educational materials for faculty/staff to increase awareness of LGBT student needs

**Health Initiatives for Youth, San Francisco, CA**

MEDIA ARTS INTERN, AUGUST 2010 – JANUARY 2011

- Updated and maintained the main website; created the official website for Aptos TEACH, a joint program between HIFY and Aptos Middle School
- Created publicity material, including flyers, the Fall Newsletter, websites, business cards and brochures
- Maintained a media lab of 7 Macs by providing updates and managing software