

## FINN M. GARDINER

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### TECHNICAL SKILLS

- *Design and Web:* Photoshop, Illustrator, InDesign, Acrobat; 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

*Freelance Graphic and Web Designer • 2000 – present*

- Build websites for individuals, small businesses and non-profit organizations using HTML, CSS and the WordPress content-management system
- Design blog layouts using HTML, CSS and custom graphics
- Create and edit images for websites and blogs
- Create flyers, invitations and brochures
- Provide consultation on typography and layout for other designers and artists
- Design outreach materials for non-profit organizations, including the Boston Public Health Commission, Larkin Street Youth Services and City College of San Francisco

*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, and the Office of Public Health Preparedness Year-in-Review infographic
- Created publicity material for various classes, programs and events
- Advocated for disability accessibility in course design
- Designed training materials for emergency-management professionals and members of the community
- Made training videos accessible by supplying ADA-compliant captioning for training videos
- Edited and converted training videos with the Camtasia software
- Updated graphics and site schemes for eLearning courses and the emergency preparedness knowledge base
- Performed quality assurance and ensured compatibility by updating eLearning courses
- Used Google Analytics to track and interpret visitor activity on eLearning courses
- Ensured course quality by alpha- and beta-testing eLearning courses on Windows, OS X and iOS
- Modernized the learning management system by updating courses, changing site schemes and fixing errors in previously published courses

*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, including a brochure
- Created and distributed educational materials for faculty/staff to increase awareness of LGBT student needs
- Conducted sensitivity trainings for up to fifty people about transgender, gender-variant and genderqueer identity within the academic environment

*Health Initiatives for Youth, San Francisco, CA*

*Media Arts Intern, August 2010 – January 2011*

- Updated and maintained the main website
- Designed websites to garner interest in HIFY's youth activities
- Managed HIFY's youth and provider mailing list, reaching several hundred people
- Created the official website for Aptos TEACH, a joint program between HIFY and Aptos Middle School
- Designed 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

*San Francisco Ethics Commission, San Francisco, CA*

*Administrative Assistant Intern, June 2010–August 2010*

- Provided referrals for individuals accessing services within the Ethics Commission
- Maintained campaign finance records for city candidates and committees
- Managed data entry of contributions made to political campaigns

*Larkin Street Youth Services, San Francisco, CA*

*Program Assistant Intern, July 2009 – January 2010*

- Taught groups of up to 19 youth and 5 staff about cultural-competency issues, including gender, sexuality, race and class
- Held workshops for a diverse group of youth that incorporated creative expression and discussion
- Created a comprehensive LGBT sensitivity-training curriculum designed to engage youth from underserved communities, incorporating groups, activities and visual aids

## **EDUCATION**

- Bachelor of Arts in Sociology, Tufts University, Medford, MA (2014)
- Associate of Science in Social Science and Associate of Arts in LGBT Studies, City College of San Francisco, San Francisco, CA (2012)