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BARBORA BATOKOVA

A bilingual designer looking for an internship for Fall 2010 & Spring 2011

DESIGN SKILLS

Typography
Information Design
Web Design
Digital Photography
Color Correction
Photo Retouching
Presentation Design
User-Centered Design Process
Writing & Editing

TECHNICAL SKILLS

Photoshop
Illustrator
InDesign
Dreamweaver
Fireworks (Basic)
Flash (Basic)
After Effects (Basic)
Microsoft Office
FileMakerPro
HTML
CSS

LANGUAGES

Czech (Fluent)
Spanish (Basic)
German (Basic)

HONOR SOCIETIES

Phi Theta Kappa
Alpha Mu Gamma
Sigma Kappa Delta

INTERESTS

Nonprofit Sector
Foreign Language Education
Ballroom Dancing
Ancient Egypt
Art History

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
M.Des. in Communication Planning & Information Design, QPA 4.0/4.0 expected 5.2011

Chatham University, Pittsburgh, PA
B.A. in Professional Communication, Summa Cum Laude, GPA 4.0/4.0 7.2008

Cottey College, Nevada, MO
A.A. in Liberal Arts, GPA 4.0/4.0 5.2006

Townshend International School, Hluboká n. Vlt., Czech Republic
H.S. Exit Exam (Maturita) from English L&L, Czech L&L, Spanish, History, Art History 6.2004

PROFESSIONAL EXPERIENCE

Communications Director/Design Consultant 8.2008 – present
Mediators Beyond Borders, Pittsburgh, PA

Consult with Board of Directors on marketing and public relations decisions. Oversee production of the quarterly membership newsletter. Create promotional materials. Participate in annual congress planning. Redesigned the website. Produced a short documentary about the nonprofit and its initiatives.

English as a Foreign Language (EFL) Tutor/Co-Director every summer since 2000
Vacation with English, Vícemil, Czech Republic

Determine program direction. Design and update website. Teach English to groups of 6-8 students from 8-18 years old. Design personalized English teaching materials.

Editor-in-Chief 8.2006 – 5.2008

The Communiqué, Chatham University, Pittsburgh, PA

Reestablished production of the 1,500-circulation student newspaper. Created a new, modern publication design. Assigned stories to 7 staffers and 15 reporters. Edited stories according to AP Style. Created page layout. Reported on campus events.

Editor-in-Chief 8.2005 – 5.2006

The Spectrum & The Retrospect, Cottey College, Nevada, MO

Assigned stories to 15 reporters. Managed layout and distribution of the 500-circulation student newspaper. Reported on campus events. Supervised 7 yearbook page designers and photographers. Designed and approved individual yearbook pages.

AWARDS

OutputLinks Woman of Distinction 7.2009
Electronic Documents and Systems Foundation (EDSF)

International Peace Scholar 4.2004 & 4.2009
P.E.O. Sisterhood

1st Place Special Section Design 4.2007
Missouri College Media Association (MCMA), 4th Division

Presidential Scholarship 5.2006
Chatham University, Pittsburgh, PA

All-USA First Academic Team Member & New Century Scholar 3.2006
Phi Theta Kappa, USA Today, American Association of Community Colleges, Coca-Cola Foundation

3rd Place Investigative Reporting 4.2005
Missouri College Media Association (MCMA), 4th Division