

## JORDAN H. KRAEMER

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### EDUCATION

**Master of Arts**, *University of Chicago*, Chicago IL

August 2005

- Program in the Social Sciences (concentrating in the anthropology of culture and media); GPA: 3.8
- Relevant coursework: Academic/Professional Writing, Culture and Media, Ethnographic Methods
- Thesis: *Beyond the Meaning of Style: Cultural Capital, Social Networks and Youth Subculture*

**Bachelor of Arts**, *Wesleyan University*, Middletown CT

May 2000

- High Honors in Medieval Studies (concentrating in art history); GPA: 3.5

**Study Abroad**, *Wesleyan Program in Paris/University of Paris VII (Jussieu)*, Paris, France

Spring 1999

### PUBLISHING EXPERIENCE

**Marketing Science Institute**, *Desktop Publishing Consultant*

Cambridge MA, May 2004-August 2004

- Formatted and prepared MSI publications for print (including newsletters and a book project) in QuarkXPress
- Edited graphics in Photoshop, Illustrator and PowerPoint

**New Work Media**, *Graphic Designer*

Framingham MA, July 2003-January 2004

- Designed and produced 4-color monthly magazine, newsletters, ads and brochures (in Quark), including pre-press
- Designed websites, created ads and graphics (in Photoshop and Imageready), coded/edited websites in HTML
- Managed layout and design of feature articles and other magazine sections; commissioned photos and artwork; edited images for print using Photoshop, Illustrator, and Quark.
- Collaborated with writers, editors and other designers to produce monthly features and projects for clients

**The American Prospect Magazine**, *Web Producer*

Boston MA, July 2000-July 2002

- Managed *The American Prospect Online*, the magazine's website and online edition
- Updated daily web content in HTML (and using a custom-built content management system)
- Designed and coded special subsections in HTML, creating original graphics in Photoshop
- Converted the bimonthly print edition to web format (from Quark files to HTML)
- Procured photo illustrations and produced original editorial illustrations in Photoshop
- Collaborated on the redesign of the website with other designers, web programmers, editors and marketing staff
- Assisted with a marketing campaign, producing original animated ads to complement a print campaign

**The Atlantic Monthly Magazine**, *Art Department Intern*

Boston MA, Summer 1999

- Conducted web and photo research for feature illustrations; scanned and edited images
- Acquired familiarity with magazine production (layout and design, art direction, print production)

### PROJECT MANAGEMENT EXPERIENCE

**Reverie**, *Coordinator/Promoter*

Cambridge, MA, Jan. 2001-Dec. 2003

- Booked DJs, vendors, musicians, and artists for this bimonthly music event
- Coordinated promotional efforts; designed and updated website; produced and distributed flyers; created print ads
- Publicized events by contacting web and media outlets and composing press releases

**Wesleyan University**, *House Manager*

Middletown CT, Autumn 1998

- Managed special interest house of nine students, coordinating weekly meetings and household chores
- Coordinated regular events, parties and workshops: invited speakers and workshop leaders; booked spaces on campus; promoted events with flyers and posters

### COMPUTER EXPERIENCE

**Wesleyan University**, *Network/Desktop Support Assistant*

Middletown CT, Jan.-May 1998

- Provided desktop and network technical support for the university's administrative offices
- Installed software and virus updates, provided troubleshooting for both Macs and PCs

### SKILLS

- **Computer**: graphic design and desktop publishing (QuarkXPress, Photoshop, Illustrator, etc.), web design (Dreamweaver, HTML/CSS), Microsoft Office (Word, Excel, PowerPoint), Mac (OS X) and Windows
- **Languages**: proficient in French

OTHER INTERESTS: DJing, cooking, illustration, clothing design and sewing