



Catherine Gleason

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Profile

Graphic Designer / Graphics Op / Speaker Support Producer with 30+ years of experience in presentation design and onsite live, hybrid, and studio event work. Self starter, organized, problem solver.

Experience

FREELANCE PRESENTATION DESIGNER/ONSITE GRAPHICS OP/ONSITE PRODUCTION; 1993 - PRESENT

Pre and post production of engaging PowerPoint/Keynote custom event templates, apps, signage, badges, videos, sponsor loops, etc. within company brand guidelines.

Work with presenters, speech writers, producers, marketing and art departments, executive teams to fine tune content from multiple sources and maintain unified look and messaging of meeting.

On-site graphics op, PowerPoint version control, rehearsals, last minute changes, coordinating notes with slides, solve any issues arising with graphics running on show computers.

Staff speaker ready room for multiple session simultaneous breakouts, ensure PowerPoint files are working and sent to correct session room.

Staff breakout room solo, including video switcher, audio, and lighting. Rehearse, edit, prepare PowerPoint. Solve problems as they arise.

Experience with various audience response systems and online teleprompter software.

SLIDE DESIGNER/AUTOCLICK IMAGING TECHNICIAN, CORNERSTONE ASSOCIATES, WALTHAM, MA; 1990 - 1993

Designed slides and multi-image shows on Autographix system using Clearlight dissolve unit. Managed Autoclick slide imaging system in a busy service bureau and film lab.

AUTOGRAPHIX 8.0 CUSTOMER SUPPORT DESK, AUTOGRAPHIX, INC., BURLINGTON, MA; 1990

Solved previously undocumented customer problems by consulting field service technicians and development engineers.

BARTENDER, POLISH AMERICAN VETERANS CLUB, CLINTON, MA; 1986-1991

Opened and closed bar and cash register, stocked coolers, served customers, maintained cleanliness.

QUALITY CONTROL TECHNICIAN, ZAYRE WAREHOUSE, CLINTON, MA; 1982-1986

Checked orders/shipping docks against manifest. Found lost items, updated inventory via data entry.

Education

Fitchburg State College, Fitchburg, MA – Bachelor of Science in Communications/Media specialized in Graphic Design, 1990.

Software

Windows, Mac, Microsoft Office 365, Adobe Creative Cloud, Keynote, Pages, Numbers, Google apps, WeTransfer, Dropbox, Microsoft Sharepoint, Wordpress, Wix, Poll Everywhere, Turning Point Audience Response, online teleprompter software.