

Caroline Devereaux

cell 443.791.2132

email carolinedevereaux@gmail.com

portfolio catandmilk.com/services

SUMMARY

- 15 years Illustration & Graphic Design
- 15 years Writing & Editing
- 13 years Print & Digital Marketing
- 9 years Project Management
- 9 years Office Administration
- 8 years Events
- 3 years Real Estate Marketing & Sales Coordination

CORE SKILLS

- Interpersonal & Communication
- Forming Strategic Partnerships
- Creative Problem-Solving
- Independantly Motivated
- Streamlining Processes
- Diplomacy
- Collaboration
- Sense of Humor
- Adaptability
- Empathy

TECH SPECS

- Adobe Creative Suite
- Google Workplace
- Multiple Listing
- Service Quickbooks
- Constant Contact
- Microsoft Office
- Video Editing
- MailChimp
- Various CMS
- HTML

ASK ME ABOUT

- Co-producing Ratscape music festival: 2018, 2019
- Programming the YNOT LOT outdoor art space
- Artist Residency in Guna Yala, 2019
- Organic coffee farming in Kona, Hawai'i
- WYPR Community Advisory Board membership

SELECTED WORK EXPERIENCE

- Now Owner, Sole Proprietor
Cat & Milk Studio, LLC

Use traditional media and digital platforms to craft fine art, illustrations, logos, labels, presentations and websites
Consult with clients to enhance their projects & messaging
- 2014 Communications Director
American Institute of Architects,
Baltimore Chapter

Designed & copy-edited print magazines, websites & social media campaigns
Organized 30+ community-building events annually
Developed & executed strategic, proactive communications plans
- 2010 Communications Manager
InfoCulture, LLC

Content creator for websites and social media
Researched and analyzed data for effective reports & presentations
Database management & bookkeeping: on- and off-grant budget tracking
- 2008 Producer: Film, Television
Various, Freelance

Composed shot lists and schedules, coordinated cast, crew & volunteers
Scouted & secured contractual permission for scene locations
Cinematography, lighting for indoor & outdoor photography

EDUCATION

University of Maryland,
Baltimore County
(UMBC)

Bachelor of Arts
Degree

Major: Visual Arts,
Film & Video
Minor: Art History

References
available upon
request