

# JAMES CUTRONA

An adaptable digital creator based in Portland, Oregon

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## RELEVANT EXPERIENCE (see more @ [LinkedIn](#))

### COMMUNICATIONS/LIBRARY SPECIALIST AND TECH SUPPORT

*Sauvie Island School | Nov 2021 - Current*

- Maintaining and designing communications
- Communicating with community and staff while executing deliverables with organization and efficiency
- Creating and teaching developmentally appropriate weekly library lessons for k-12 classes

### SOCIAL MEDIA SPECIALIST (CONTRACT)

*Southern Oregon Friends of Hospice | Feb 2019 - June 2019*

- Established a social business strategy that drove student conversions in the client's resale store
- Photographed clothing (in photo studio and an in-store photo-shoot) for the resale store for social and ecommerce
- Redesigned WordPress website using HTML and CSS

### VIDEOGRAPHER

*Rogue Creamery · Contract Mar 2019 - Apr 2019*

- Shot, edited, and delivered a promotional video of the 2019 Oregon Cheese Festival according to client needs

### GRAPHIC DESIGNER/COPYEDITOR

*Rosebud Media | Nov 2018 - Feb 2019*

- Designed page layouts and covers within tight nightly deadlines; edited copy for grammar and in-house/AP styles
- Helped maintain social media goals using Hootsuite and a CMS; edited web content
- Contributed research in daily meetings

### GRAPHIC DESIGNER

*Southern Oregon University Press | Dec 2017 - Nov 2018*

- Designed and produced print issue; provided creative leadership as part of the editorial team
- Communicated with contributors and readership via social media and blog posts on a WordPress site I built

### IT HELP DESK ASSOCIATE

*SOU Hannon Library | Jan 2017 - June 2018*

- Providing IT support in the busiest computer lab on-campus (Mac and Windows)

## EDUCATION

### SOUTHERN OREGON UNIVERSITY

**Degree:** Bachelor of Science (B.S.)

#### Field of Study:

- Emerging Media and Digital Arts
- Creative Writing Minor

**Dates Attended:** 2014-2018

#### Achievements and Experience:

- Hypertext Hotel: was funded to help present a project at Brown's International Fiction Now conference
- Visiting EMDA alumni lecturer

#### Notable Courses:

- Responsive Web Design
- Introduction to Computer Science
- Typography Methods
- Graphic Design Methods
- The Art of Data: Visualizing Our World; Photography Methods
- Contemporary Drawing and Painting

## SKILLS

### TECHNICAL

6+ years with most Adobe CC apps  
Office, GSuite, Powerpoint design  
HTML, CSS, JS  
Communications strategies  
Digital marketing principles  
Client work, case studies  
Social media

### CREATIVE

Layout, production, typography  
Motion design  
Designing websites (HTML, CSS, JS)  
Illustration and traditional art skills  
Writing and editing for web/print  
Content creation and management