



lindsay puthoff

Education: Ball State University • Degree: Bachelor of Science • Major: Journalism Graphics

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digital portfolio:

laputhoff.iweb.bsu.
edu/portfolio_2009/
Puthoff_portfolio.swf

Work Experiences:

- **Bonneau Production Services, Indianapolis, Ind., May 2008- Aug. 2008**
Creative Staff Intern; worked independently and in collaboration to design logos, advertisements and range of promotional and web information.
- **Media Resource Lab, Ball State University Muncie, Ind., Aug. 2008-May 2009**
Organized and cataloged publications, assisted students with troubleshooting, design and Adobe Creative Suite.
- **Provost Office, Ball State University, Muncie, Ind., Aug. 2005-May 2008**
Assistant to the Administrative Assistant of the Provost; organized and collated files, delegated phone calls and coordinated mailings.

Preprofessional Experience

- **Cardinal Communications, Ball State University full service, nationally affiliated student public relations firm, Aug. 2007-May 2009**
2007-2008: Account Executive for a team of six, designed publicity fliers and advertisements, rebranded logo and invitation for Indiana Public Relations Leadership Summit.
2008 - 2009: Transitioned to Progressive Imaging Team and redesigned the Web site of a world-wide organization, developed eye-catching print work for Indiana PRSA.
- **expo magazine, Ball State University student magazine, Aug. 2008 - Present**
Art Director; designed vibrant cover art, oversaw staff of 15 and ensured compliance with and consistency of style guide/design standards.
- **The Daily News, Ball State University student newspaper, May 2007- Aug. 2008**
Chief Reporter, conducted interviews, researched, wrote and multi-tasked numerous stories and sources.

Skills:

- Knowledge of Adobe InDesign, Illustrator, Photoshop, Flash and Dreamweaver
- Collaborates well on teams for creative projects
- Experience with professional client relations

Awards & Honors:

- Louie Awards, Cardinal Communications Outstanding Account Executive, 2008
- Louie Awards, expo magazine, Outstanding Designer, 2008
- Journalism Distinction Scholarship, Ball State University, 2005

References:

- **Terry Bonneau, Creative Director and Co-owner of Bonneau Production Services Indianapolis, Ind.**
Office: 317-846-8965
- **Robert Pritchard, Adviser of Cardinal Communications, Public Relations Sequence Coordinator, Fellow PRSA, Associate Professor Ball State University, Department of Journalism**
Office: 765-285-9104
- **Angela Zahner Secretary to Assistant to Provost, Supervisor Ball State University, Administration Building**
765-282-4942 Requests to be called after 5 p.m.