



# Joe Fox

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LinkedIn

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## Education

### Northeastern University

| Boston, MA

Currently enrolled as a second-year pursuing a BFA in Design with an Innovation and Design in Engineering minor. Expected 2023.

### Bishop Guertin High School

| Nashua, NH

Founder of Photography Club, JV Cross Country Captain, National Honor Society, Spanish National Honor Society Secretary, First Honors.

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## Experience

**Scout** (*student-led design agency*) | Boston, MA

### Graphic Designer

*January 2020 - present*

Develop a brand identity for a modern suspender company through color, type and logo explorations. Use the agile method to produce user stories, brand voice, and wire frames for an e-commerce website. Collaborate with a team of designers, developers and the client during weekly design sprints.

### UX/UI Designer

*September - December 2019*

Created an online interactive journey map, celebrating the tenth anniversary of an on-campus venture accelerator. Researched and collected key statistics to be used in interactive data visualization. Produced high-fi and low-fi wire-frames according to the existing brand guidelines.

### Photographer/Videographer

*January - April 2019*

Expanded media coverage during all-team events and Studio meetings. Collaborated with the social media manager and collateral designers on the marketing + events team. Promoted biweekly speaker events through photography and video.

**Office Assistant** at Northeastern University Art + Design

*September 2018 - present* | Boston, MA

Design informational posters for the department. Maintain and update the department website, compiling faculty and student information into blog posts. Spearhead the locker assignment process, organize the senior showcase and give tours to prospective students.

**Employee** at Kimball Fruit Farm

*July 2016 - November 2019* | Pepperell, MA

Worked as a produce team member, stock worker and cashier at both the farm and Cambridge market locations. Organized product delivery to daily farmers markets. Practiced customer service skills.

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## Classwork + Skills

Typography 1, Graphic Design 1, Design Process, Context and Systems, Fundamentals of Art (2D, 3D, 5D), Engineering Design, Fundamentals of CS

Adobe Suite (*Illustrator, Photoshop, Indesign, Lightroom*), DSLR Photography, Microsoft Office, Invision, Figma, Sketchup, Autocad, Solidworks, beginner HTML/CSS

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## Interests

Photography, Canoeing, Hiking and Camping, Sustainability

# RAY BERK

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## EDUCATION

*Northeastern University* Boston, MA

BFA in Media Arts expected May 2021

Concentration: Photography

Minor: Art History

GPA: 3.9

Honors Program

Creative Leaders Scholarship

*High School East* Dix Hills, NY

Regents Diploma with Advanced Designation  
awarded June 2017

*Fashion Institute of Technology* Manhattan,  
NY Pre-College Photography Spring 2013, Fall  
2014

*School of Visual Arts* Manhattan, NY  
Pre-College Graphic Design Spring 2014

## EXTRACURRICULARS

Student Government Association

Communications and Events Committee

Student Affairs Committee

Northeastern University Symphony Orchestra Pit  
Orchestra

Spark - Student Art Collective

Art and Design Department Advisory Board NU

Beyond Boston Co-op Instagrammer College of  
Arts, Media, and Design Peer Mentor Girl Scouts  
of America (Sep 2006 - Jun 2017)

## SKILLS

Digital and Film Photography

Digital Video and Editing

Adobe: Photoshop, Illustrator, Premiere,

After Effects, InDesign, Bridge

Intermediate Spanish

Beginner HTML and CSS Coding

Microsoft Office: Excel, Powerpoint, Word

Google Suite: Sheets, Slides, Docs, Forms, Drive

Social Media: Facebook, Instagram, Snapchat

Viola

## WORK EXPERIENCE

### **College of Arts, Media and Design Communications and Enrollment Coordinator**

*Northeastern University* Boston, MA (Sep 2018 - Present)

Serve as a liaison for prospective students through one-on-one meetings, webinars, and live panels · Research and implement methods of improving marketing and social media · Develop and execute communications projects for the Dean's office · Research, select, and prepare promotional materials for giveaways

### **Production Co-op - Video Creative Operations** *Wayfair*

Boston, MA (Jan 2020 - Jun 2020)

Collaborated with creative and marketing teams to develop video productions from conceptualizing through post-production · Managed product ordering, product tracking, invoices, contracts, and misc. logistics for productions · Established and maintained processes to better manage credit card reconciliation, talent scouting, and location scouting · Assisted production team on set · Created resources for updated production processes in response to COVID-19

### **Photography and Design Co-op** *JCDecaux North America*

New York, NY (Jan 2019 - Jun 2019)

Captured, processed, and edited photos and videos of out-of-home advertisements · Catalogued and renamed photos for distribution and storage · Brainstormed with marketing team for promotional materials, advertisements, and social media campaigns · Produced various design projects, PowerPoints, and renderings for web, sales, and social media use

## CAMPUS LEADERSHIP

*Northeastern University Honors Program* Boston, MA (Jan 2018 - Present)

### **Honors Program Assistant** (Sep 2018 - Present)

Develop and advertise programming for upperclassmen honors students such as trivia nights and workshops · Promote unity and collaboration amongst students · Represent the program during campus events

### **Honors Program Ambassador** (Jan 2020 - Present)

Assist in the recruitment of strong candidates for the university honors program · Represent the honors program at student panels, webinars, and welcome events

*Spark- Student Run Contemporary Art Collective* Boston, MA (Jan 2018 - Present)

### **Executive Director** (Jun 2018 - Present)

Recruit, select, and lead members to develop student-run art collective · Establish official club recognition with the university · Reorganize online communication channels · Delegate and manage responsibilities to ensure a fair distribution of work · Plan, schedule, and lead meetings · Organize recreational events to maintain team morale

### **Event Coordinator** (Jan 2018 - Jun 2018)

Planned and executed events and exhibitions · Collaborated with local Boston artists to arrange artist talk · Coordinated facilities, equipment, and attendance at events

*Student Government Association* Boston, MA (Jan 2018 - Dec 2018)

### **Photographer** (Jan 2018 - December 2018)

Captured, edited, and selected photos of activities and events · Collaborated with leadership to accurately promote the organization's goals to the students

### **Campaign Social Media Coordinator** (Jan 2018 - Mar 2018)

Managed the Snapchat account of a student government campaign slate · Supported the Creative Media team in creating Facebook graphics