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i n s h o r t . . .

graphic design	digital content & social media	copy & feature writing
publication art direction	website design	strategic marketing
print & project management	editing & proofreading	infrastructure & organization

i n l o n g . . .

Chief Everything Officer 2008 – Present

Jane Bonus Design; Milton MA; janebonusdesign.com

Conceptualize & design wide-ranging projects such as editorial features, websites & digital content, logos, catalogs & books, annual reports, signage, event & promotional materials and more for companies & organizations of all sizes. Consult on branding & marketing strategy.

Art Director 2018 – 2020

Art New England Magazine; Boston MA

Designed editorial features, special sections & ads in alignment with established identity & brand. Collaborated with publishers, editor-in-chief & co-art directors on covers, content & brand development. Conceptualized coordinating publications. Guided support staff on proofreading & print production.

Editor/Associate Publisher 2001 – 2018

Where to Eat & Drink Magazines; Boston MA

Wrote features & copy for ads, covers, clients; edited and/or proofread all incoming & outgoing copy. Managed & produced online newsletter: set deadlines, oversaw content & monitored distribution. Enforced master schedules & guided team discussions with publisher, art director & production assistant. Developed partner publication including all research, sales, production, distribution & promotion.

Associate Art Director 2007 – 2008

The TJX Companies, Inc.; Framingham MA

Assisted creative director and art directors with brand-led concepting, design, installation & production. Guided & communicated prioritization of task lists with traffic & studio departments.

Corporate Partnership & Infrastructure Consultant 2006 – 2007

Artists For Humanity; Boston MA

Managed communication between sales & graphics departments.

Streamlined internal systems involving project management, client services & record-keeping.

Developed corporate partnership program: cost/value assessment, corporate interest & funding options.

Director of Marketing & Design 1999 – 2000

Boston Hops, Inc.; Boston MA

Developed & coordinated marketing, public relations & design projects for four restaurants.

Worked closely with CEO & president of parent company as well as individual unit managers.

Liaised with retained advertising agency to ensure the delivery of brand-appropriate concepts.

i n p e r s o n . . .

"a keen ability to manage broad-based projects" ... "a self-starter who works with minimum supervision"

"an intelligent, creative problem solver" ... "sharp analytical skills and the strength to take risks"

"her technical skills are excellent, enabling her to get things done quickly and correctly"

"reduces complex problems to their simplest forms" ... "understanding the bottom-line objectives"