

# DEBORAH E. CATLETT

COMPLETE RESUME AVAILABLE BY EMAIL REQUEST

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## PROFESSIONAL EXPERIENCE

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### ■ *DEMI DESIGN ART BOUTIQUE (CLARKS SUMMIT, PA) – OCTOBER 2006 THRU PRESENT*

#### Contributing Artist/Floor Associate

- Design and produce, by hand, journals for display and sale.
- Serve as curator to prospective clients and visitors while working the floor.

### ■ *KEYSTONE COLLEGE ART DEPARTMENT (LA PLUME, PA) – AUGUST 2003 THRU MAY 2007*

#### Work/Study Position

- Serve as assistant to Art Department chair, as well as all Art Department professors.
- Responsible for all general office work including: answer and transfer all calls appropriately, distribute office and classroom supplies, reproduce handouts and other documents for use within the department or in the classroom, filing, errands on and off campus, etc.

### ■ *TUNKHANNOCK ELEMENTARY BIG 5 SOCCER CAMP (TUNKHANNOCK, PA) – August 2003*

#### Photographer

- Capture images of practice, tournaments, camp attendees, coaches, etc. for distribution post-camp.

## EDUCATION

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### Keystone College, La Plume, Pennsylvania

Bachelor of Arts in Fine Art; May 2007

### Temple University, Rome, Italy

August-December 2005 (Semester abroad)

### Keystone College, La Plume, Pennsylvania

Associate of Arts in Fine Art; May 2005

## PROFESSIONAL SKILLS

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- Microsoft Office 2000: Word, Excel, PowerPoint and Outlook.
- Adobe Photoshop and Illustrator (Current versions).
- PC and Mac experience.

## HONORS

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- Keystone College Trustee Scholarship Recipient (2003-2007)
- Keystone College Dean's List Graduate (2005)
- Keystone College Dean's List Graduate (2007)
- Keystone College Juried Student Exhibit (20 Pieces)
- Temple University Rome Student Exhibit (10 Pieces)

## EXTRACURRICULAR ACTIVITIES

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- Keystone Art Society Member (2003-2007)
- Keystone College Art History Tutor (2005-2007)

*References Available Upon Request*