

Allison (Allie) B. Thorpe

Phone 860.617.9212

Web and Graphic Design, Marketing, Communications

Email [allison.thorpe@gmail.com](mailto:allison.thorpe@gmail.com)

## Skills

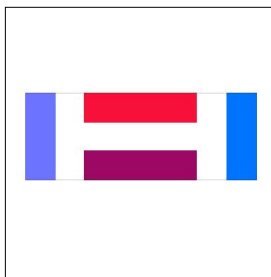
Communications  
 Diversity Programs  
 Web & Print Content Development  
 Development of Training Materials  
 Public & Media Relations  
 HTML and CSS coding

## Technology

Proficient in both PC and Mac environments  
 Software: InDesign, Photoshop, Illustrator, MS Publisher, Quark XPress, MS Office (Word, Excel, PowerPoint), Apple iWeb, iPhoto  
 Web/Multimedia: Flash, Dreamweaver, Avid, Content Management Systems, Microsoft SharePoint and SharePoint Designer

### Education

Bachelor's Degree  
May 2012



- HAMPSHIRE COLLEGE AMHERST, MA
- Bachelor of Arts, 1/2010- 5/2012
- Major: Liberal Arts Focused on graphic design and LGBT studies
- HOLYOKE COMMUNITY COLLEGE- Holyoke, MA
- Studied Associate of Arts, no degree awarded, 6/2008-12/2009
- Major: Visual Arts. Focused on graphic design
- DEFENSE INFORMATION SCHOOL – Fort Meade, MD
- Journalism, no degree awarded, 2/2005-8/2005
- Basic Public Affairs Specialist-Writer graduate ; Graduated with honors
- Basic Public Affairs Specialist-Broadcaster graduate

### USDA Rural Development

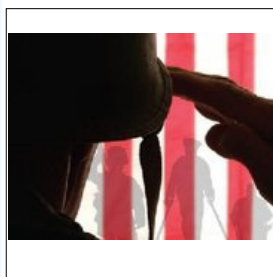
Student Intern  
Office Automation Asst.



- 5/2011- Present
- Build and manage website and web content. Direct brand management, PR, media relations, corporate positioning, product launches, and advertising.
- Selected Accomplishments:
- Built and launched website in two months: [www.rurdev.usda.gov/ma](http://www.rurdev.usda.gov/ma)
- Designed and printed newsletters and information brochures relating to USDA RD programs
- Assisted in creating web portal to transform previously archaic intranet into a dynamic website improving communication flow and adding an effective tool for staff.
- Developed newsletters, pamphlets and brochures that enhanced the customers' understanding of complex programs and helped them apply more effectively.

### Central Hampshire Veteran Services

Student Intern  
Webmaster and Designer



- 1/2009- Present
- Implemented social networking policies for community outreach to a specific audience. Used CMS to create and maintain web presence.
- Selected Accomplishments:
- Updated website weekly to advertise pertinent veteran news and information
- Designed all outreach materials including posters, flyers, pamphlets, and event tickets
- Assisted in coordinating community events specific to veterans and military service

### U.S. Navy: NIOC Sugar Grove

Asst. Public Affairs Officer



- 8/2005-4/2006
- Created concept and copy for community television ads, newsletters and local media.
- Selected Accomplishments:
- Served as primary journalist on base for all media relations and video editing.
- Assumed a lead role in implementing newsletters and photo documentation of events on base
- Produced command newsletter, including writing and editing all stories, photos, and cut lines; producing layout schemes and ideas; inputting all product; printing, distribution and circulation to base personnel

### U.S. Navy: USS Constitution

Command Photographer Journalist



- 8/2002-1/2005
- Published news stories to a national audience, advertising the ship and the Navy to America.
- Selected Accomplishments:
- Served as primary photographer on base for all events, documenting diversity programs, Change of Command ceremonies, and guided tours.
- Assumed a lead role in creating DVD of ship's layout
- Established and executed diversity programs, including design and production of brochures and procurement of event speakers

Portfolio and References Upon Request