



Trena Larson, graphic designer  
551 Rue de la Montagne, Apt 308  
Montréal, Québec H3C 6S4

514 932 8093  
tbean@vif.com  
www.trenalarton.com

## PROFESSIONAL EXPERIENCE

Jan 10 – Present

[Graphic Designer, Freelance](#)  
Montreal, Quebec

- Work with several organisations and businesses to develop identity systems, advertising and promotions

Mar 08 – Dec 09

[Graphic Designer](#)  
International Council of Graphic Design  
Associations (Icograda)  
Montreal, Quebec

- Publication design of corporate documents (best practices, application forms, governance, directory)
- Create logos, press kits, maps of conference locations, website for Member Toolkit, identity style guidelines
- Update website on a daily basis

Mar 06 – Mar 08

[Administrative Assistant](#)  
International Council of Graphic Design  
Associations (Icograda)

- Prepare content for online publication through website
- Respond to secretariat@icograda.org email and phone requests and maintain office supplies
- Organize events for the Board of Directors

Feb 05 – May 05

[Advantage Learning Systems Specialist](#)  
Albany County School District #1  
Laramie, Wyoming, USA

- Install, configure, troubleshoot math and reading software
- Design software user guides for teachers and staff

Jul 01 – Dec 04

[Information Technology Support Officer](#)  
Warwickshire Libraries  
Warwick, Warwickshire, England

- Train public and staff on software: MS Office, MS Windows, Lotus Notes, iCAM (computer booking software)
- Design and deliver computer training and user guides for staff and public across five libraries
- Maintain software and troubleshoot computer problems

Jun 98 – Jan 01

[Library Assistant III](#)  
Hardin Library for the Health Sciences  
University of Iowa  
Iowa City, Iowa, USA

- Design and develop user guides on library resources
- Provide electronic and print reference help to library users
- Teach class to faculty on using medical databases

## EDUCATION

Aug 06 – May 09

[DEC – Graphic Design](#)  
Dawson College  
Montreal, Quebec

- **Technical:** Photoshop, Indesign, Quark, Illustrator, Flash, After Effects, iMovie, Acrobat, Dreamweaver, basic html/CSS, MS Office, Mac and PC platforms
- **Design:** page layout, typography, corporate identity, photography and photo-retouching, information design, illustration, multimedia, colour theory and application, knowledge of printing processes
- **Special skills:** verbal and written communication, organizational skills, team player, conceptual thinking, attention to detail, editing and proofreading, curiosity, research abilities
- **Languages:** English, French

Aug 89 – Dec 93

[Bachelor of Arts \(BA\) with honours, American Studies](#)  
Minor in Music, Vocal Performance  
University of Wyoming  
Laramie, Wyoming, USA

- **Awards & Accomplishments:** Top 20 Graduates in the College of Arts & Sciences, Honours Program, Collegiate Choir, Opera Theatre
- **Scholarships:** Music Tuition Scholarship 1989-93

## ASSOCIATIONS

Jan 10 – Present

[Graphic Designers of Canada \(GDC\)](#)  
[Société des designers graphiques du Québec \(SDGQ\)](#)

- Member of national graphic design organisation
- Member of regional graphic design organisation
- Soprano in the Montreal Symphony Orchestra Chorus in OSM productions

Sept 05 – Present

[OSM Chorus](#)  
[Saint Lawrence Choir](#)  
[Voces Boreales](#)  
Montreal, Quebec

- Soprano in the *Montreal Symphony Orchestra* chorus
- Soprano in the 75 voice *Saint Lawrence Choir*
- Soprano in professional 16 voice a capella choir – *Voces Boreales*