

MAXWELL GUTTMAN

SKILLS

PROFESSIONAL

Curriculum development
Dialogue facilitation
Strategic planning + organization
Copy writing and editing
Public speaking
AP style
Social media
Detail-oriented

TECHNICAL

Adobe Photoshop, InDesign
Adobe mobile suite
Apple iLife, Pages, Keynote
Microsoft Word, Powerpoint
iOS, OS X, Windows
Wordpress
Markdown
CSS, HTML (working knowledge)
Quick to learn new software

CREATIVE


UI design
Graphic design
Photography, photojournalism
Lettering
Video production
Technical theatre
Slam poetry
Trombone
Guitar, bass guitar
Drums, percussion


CONTACT

 MAXGUTTMAN13@GMAIL.COM

 MAXGUTTMAN.COM

 LNKED.IN/MAXG

 301.275.6708

 1712 GRAND AVE #1
ST. PAUL, MN 55105

PROFESSIONAL EXPERIENCE

Web and Design Editor

THE MAC WEEKLY / ST. PAUL, MN

SEPT 2015 - MAY 2016

Independent student newspaper of Macalester College

Lay out newspaper pages for print using InDesign; design infographics and publicity materials; publish media on website using Wordpress and Markdown; maintain social media presence; copy-edit articles in AP style.

Photo Editor

THE MAC WEEKLY / ST. PAUL, MN

JAN 2013 - MAY 2015

Edited photographs in Photoshop for print and web publication; designed photojournalistic articles in InDesign; photographed live events and headshots; revamped photo request and organization system for increased efficiency and ease of use; coordinated peer photographers for completion of photo requests assignments.

 themacweekly.com

Founder

JUST RIGHT / ST. PAUL, MN

SEPT 2015 - JAN 2016 (ON HIATUS)

Interview and new media series on identity and label politics

Coordinate, conduct and edit weekly interviews; created brand identity; design website using Tumblr, HTML and CSS; write welcoming and humorous copy for website and social media; aid in creation of interviewees' new media projects as appropriate.

 justrightproject.org

EDUCATION

BA, Educational Studies; BA, English/Creative Writing

MACALESTER COLLEGE / MAY 2016

GPA 3.56/4.00

Dean's list: Fall 2013, Fall 2014

RELEVANT COURSEWORK

Painting I
Advanced and Mural Painting
Crafts of Writing: Fiction
Crafts of Writing: Poetry
Writing Young Adult Fiction

CAMPUS INVOLVEMENT

Admissions Instagram photographer
Orientation Leader, Tour Guide
Wind Ensemble
MacSlams slam poetry group
MacPlayers theatre group