

EMILY S. TOWNSEND

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Trained as an artist and architect, I have twenty years of arts administration, graphics, writing and teaching skills. I offer very diverse experience, a mature ability to achieve goals and work in a team, a desire to learn and grow, and a tremendously positive attitude.

PROFESSIONAL EXPERIENCE

COLORADO MOUNTAIN ARTS GALLERY

current

Owner/Member, 406 Sixth Street, Georgetown Colorado 80444

Fine Arts, gallery sales, public relations, gallery upkeep and management.

WWW.ETSTUDIO.NET

current

Owner / Art Director (previously located at Artstation, Hightstown, New Jersey)

Graphics consulting and publishing, workshop teaching, expertise in Adobe family of products (Dreamweaver, Photoshop, Indesign, Illustrator), and MS Office.

Design and maintenance of Plainsboro Community Library website: www.lmxac.org

Publications: Creative Journaling, and Where Do I Find It, Creativity Cafe Magazine

Voted Plainsboro Community Artist of the year for teaching and arts activism, 2008.

MERCER COUNTY COMMUNITY COLLEGE, West Windsor, New Jersey 2002

Adjunct faculty / Visual Arts Department

Teacher of Adobe Photoshop, Macromedia Freehand, and Mac basics in the Visual Arts Department to new and continuing adult education students.

ETSTUDIO.CJB.NET, Indianapolis, Indiana 1998 – 2000

Owner / Website Designer

Conducted art workshops and exhibited work at the Indianapolis Art Center, Gadsden Country Market, Village Vendor Gallery, Munce Gallery, and Gallery Zebu.

Designed and maintained websites etstudio.cjb.net, travelwithroz.cjb.net, postcardfairy.cjb.net, and Village-Vendor.com.

EMILY S. TOWNSEND ART STUDIO, Bethesda, Maryland 1995 – 1998

Owner / Art Teacher

Organized and taught painting, drawing, crafts, and graphics technique classes at Brookmont Community Church to adults and children, afternoon arts enrichment teacher for Montgomery County Public Schools, Elementary, Middle, and High Schools.

Served as the director of the Brookmont Arts Alliance, a community-based group to promote the arts -- coordinated three visual and performance community art shows with attendances of several hundred and press coverage.

BARRIE MONTESSORI SCHOOL, Silver Spring, Maryland 1997

Art Camp Director

Designed and implemented an art curriculum for participating teenaged students, special needs and G/T student involvement.

Organized an end of the summer art show with original artwork from the students.

Supervised a staff.

EMILY TOWNSEND ARCHITECTURE, Bethesda, Maryland 1989 – 1995

Principal Architect

Managed 11 residential remodeling and addition projects with budgets ranging from \$25,000 to \$125,000.

Designed and supervised construction of numerous exterior deck, porch, and arbor projects, including landscape planning, and provided design consultations for clients, developed designs and working drawings, negotiated project bids, and supervised construction.

GENERAL SERVICES ADMINISTRATION (GSA), Washington, D.C. 1988 – 1989

Ellerbe Beckett Architects

Intern Architect

Liaison between G.S.A. National Office and Ellerbe Beckett.

Contributed to working drawings for the Children's Hospital Office Tower and CIA Headquarters. Wrote federal office standards, intern architect guidelines, and architecture excellence awards.

BENNETT, FRANK, MCCARTHY ARCHITECTS, Silver Spring, Maryland 1982 – 1987

Intern Architect

Served as a project architect and specification writer for residential remodeling and renovation projects.

Managed daily operations for the office and provided support for management as needed.

Performed design development, construction documents and specifications, and construction observation for two historic preservation projects in Baltimore.

Assisted on working drawings and specifications for converting a school into senior apartments.

EDUCATION

UNIVERSITY OF MARYLAND, College Park, Maryland

Master of Architecture, 1990

Bachelor of Science in Architecture, 1986

Bachelor of Arts, cum laude, 1983

Emphasis on drawing.

Awards/Honors: Golden Key Honor Society, Juried Senior Show Prize,

Harriet Jenkins Memorial Scholarship for Women in Construction

ECOLE DE BEAUX ARTS, Aix-en Provence, France

Painting, Stained Glass, Art History, and French, 1982

REFERENCES AVAILABLE UPON REQUEST