

# KATHERINE TIMER

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## *Objective*

Exceptionally qualified outgoing higher education professional with 7+ year experience in departmental managing and coordinating with 14 years experience in teaching and curriculum development at a college level. Dedication to student success, retention, student advising, and community outreach. Excellent interpersonal skills and customer service as well as the ability to interact and assist people from diverse backgrounds. Seeking a faculty role in an environment of academic and professional excellence for students and faculty and a collaborative working environment with a dedicated group of team members.

## *Experience*

### *Adjunct Instructor*

*Jan. 2018 - Present*

Dallas County Community College District - Farmers Branch, TX  
Brookhaven Campus, The Art Institute of Dallas - Dallas, TX,  
University of North Texas - Denton, TX

- Teaching Digital Publishing online at DCCCD-Brookhaven
- Teaching onground courses at The Art Institute of Dallas. Classes range from Freshmen students to Senior students
- Taught as Adjunct Assistant for Design I at UNT Spring Semester, 2018 under professor, Laura Beard

### *Freelance Medical Illustrator/Graphic Designer*

*Jan. 1994 - Present*

Philadelphia, PA / Atlanta, GA / Dallas, TX

- YAK - Dallas/Fort Worth - Brand identity for a local kayaking adventure group. Created the group logo, t-shirt and various merchandise designs, and event posters.
- UT Southwestern Medical Center – Center for the Genetics of Host Defense – Dr. Bruce Beutler, 2011 Nobel Prize in Physiology/Medicine. Worked with the medical writer on graphics, interactive genetic signaling pathways, and background figures to include on webpages for each mutation discovered at the Beutler Lab as well as update existing mutagenetix webpage graphics. Collaborated with research scientists to create infographics and publication figures for papers and grants being submitted to various scientific journals.
- Jessica Anderson Design – Created detailed illustrations for a healthcare informatics client (Liason) that promotes services and capabilities using industry-standard software. Created infographic for Annual Report (Bobby Dodd Institute). Created icons for healthcare systems (McKesson).
- Reproductive Biology Associates - Lake Hearn – Researched by visiting labs to observe blastocyst function, read medical journals and studied anatomical atlases in order to accurately comprehend the nature of the subject matter and gain knowledge for the unusual or difficult requests for the illustrations and animations.

## *Experience*

### *Freelance Medical Illustrator/Graphic Designer*

*Jan. 1994 - Present*

Philadelphia, PA / Atlanta, GA / Dallas, TX

- Philadelphia College of Osteopathic Medicine – Met with faculty of neurology to learn project objectives. Researched by visiting labs to observe human brains with Multiple Sclerosis. Developed detailed illustrations for faculty to use in presentations, lectures, and handouts.
- Emory Children's Hospital – Met with physician to discuss project objectives. Was a videographer and editor of a video promoting a bilingual medical software system that would enable Spanish-speaking patients and their physicians the ability to communicate clearly.
- WSAV – Was a Production Tech in Savannah, GA for the morning and evening broadcast news. Duties included camera operator, floor manager, graphics operator, and teleprompter.
- Cartoon Network – Followed verbal and written descriptions expressed in technical terms to design promotional websites, banner ads, interactive online game, and downloadable wallpapers promoting the networks popular shows. Designed rough drafts to be approved by the art director and made the appropriate changes requested.

### *Academic Director*

*Feb. 2018 - Sept. 2018*

The Art Institute of Dallas - Dallas, TX

School of Design

- Led the Graphic and Web Design, Fashion Design, Advertising, Fashion Marketing & Retailing, and Art Foundations departments that consisted of over 250 students and 15 faculty in various disciplines.
- Created and oversaw course schedules and departmental activities such as field trips to museums, production studios, and industry guest speakers.
- Worked with Kronos to put in hours worked by faculty, student workers, and figure models.
- Advised students on personal academic career tracks, assist in selecting the appropriate course for their study, help find resources such as tutoring, financial aid, career services, and counseling.
- Conducted yearly faculty classroom observations and wrote yearly Performance Planning and Appraisal Reviews for faculty.
- Served as a mediator between faculty and students when issues arose.
- Provided faculty with assistance needed to host events on campus.
- Held quarterly faculty meetings for each department and worked with the team on ways to enhance the program.
- Served on the Portfolio Committee to guide the graduate portfolios to meet the ever-changing requirements of the Graphic & Web design industry. Hosted PAC meetings twice a year to gather input from industry professional.
- Complied with company policies, state regulations and accreditation as well as maintained departmental reports for QEP, Institutional Effectiveness, and departmental assessments.
- Attended New Student Orientations, Open House events, Honors receptions, student group meetings and events, and Graduation ceremonies throughout the year.

## *Experience*

### *Program Coordinator*

*Oct. 2012 - June 2016*

The Art Institute of Atlanta - Atlanta, GA and Decatur, GA  
Media Department 2012-2014, Design Department 2014-2016

- Led the Media and Design departments consisting of over 800 students and 40 faculty in various disciplines.
- Oversaw the hiring, training and mentoring of faculty.
- Advised students on personal academic career tracks, assist in selecting the appropriate course for their study, help find resources such as tutoring, financial aid, career services, housing, and/or counseling.
- Provided ongoing support for students on ground, on-line, and evening students from the beginning at student orientation to retain students through graduation.
- Advised, managed and assisted faculty on professional development and best practices through round-table discussions, presentations, one-on-one appointments, and practical workshops.
- Hired student workers and figure models for campus support.
- Conducted quarterly faculty meetings and student town hall meetings to provide departmental updates, listen and understand their needs.
- Organized committees within the department to oversee technology and campus resources in order to stay on top of the industry standards. Committees reported on the departmental needs in terms of technology and equipment. These requests were incorporated into the departmental budget and implemented.
- Coordinated Professional Advisory Committee meetings to learn the expectations and skills desired of students from prospective employers in the industry, understand their needs, and help the faculty prepare students for their specific field of study.

### *Professor of Graphic Design*

*Jan. 2006 - June 2016\**

The Art Institute of Atlanta - Atlanta, GA and Decatur, GA

\* *Required to teach two classes per quarter in addition to Program Coordinator position*

- Explored a variety of design methodologies to foster each student's creative process in order to discover maximum innovative and sustainable solutions by advising students on concepts for illustrations and design projects.
- Engaged in a friendly atmosphere in class conducive to a positive learning environment while maintaining classroom management
- Wrote and shared course material for Applications & Industry, Image Manipulation, Digital Illustration and Digital Color Theory including lectures and presentations, handouts, tutorials, exams, and assignments to best meet the course objectives.
- Created proficiency exams to measure student's competencies in the following software programs: Adobe Illustrator, Photoshop, and InDesign.
- Developed an on-line system for students and faculty to assess students at several intervals during their academic career.
- Led, coordinated, and managed student tutoring services for students struggling with computer applications.
- Participated in Faculty Advisory Committee, Student Success Committee, Professional Development Committee, and Peer Mentoring Committee.

## ***Education***

*Savannah College of Art and Design, Savannah, GA*

*1997 - 2002*

Master of Fine Arts

Major: Computer Art

*Tyler School of Art, Temple University, Philadelphia, PA*

*1992 - 1997*

Bachelor of Fine Arts

Major: Painting / Minor: Art History

## ***Academic Achievements and Training***

- *Teacher of the Year Award*, Westwood College, 2005
- Certificates of Appreciation for: *Student Concern and Student Progress, Enthusiasm, and Student Engagement*
- Successfully completed the *Art of Teaching at the Art Institute of Atlanta* training course, Spring Quarter 2010
- Successfully completed *Excellence in Teaching: Adult Learning Core* workshop, Fall 2005
- Successfully completed the *Direct Teaching Methods* course for Georgia Private School Association, Summer Quarter 2005

## ***Applicable Skills***

- Strength in coordinating, developing, and maintaining student success for educational growth of the institution
- Excellent ability to work in a team environment with the Campus Director, admissions, student services, career services, financial aid, IT, and faculty
- Strength in training new faculty by spairing with a seasoned faculty member, new faculty orientation, faculty workshops and Best Practices, and sharing course materials.
- Ability to develop, implement, manage, and evaluate measurable outcomes for departments to meet quality education and Institutional Effectiveness
- Strong analytic and problem solving skills with the ability to positively resolve complex concerns raised by faculty
- Expert-level proficiency using Adobe Creative Cloud Software, Microsoft Office Suite, and a variety of student information databases
- Excellent communication skills including written and verbal communication, lecture and presentation, interpersonal skills and customer service
- Remarkable ability to multi-task, prioritize and quickly adapt to directional changes
- Highly organized

## ***Professional Organizations and Community Outreach***

- Association of Medical Illustrators – 2016 - 2017. Attended annual AMI conferences. Staying in touch with trends and techniques.
- International Animation Society - Atlanta (ASIFA). 2006 - 2016. Volunteered time in co-hosting the weekly Thursday evening Life Drawing Sessions.
- Atlanta Track Club (2011 and 2015). Run lead/coach for Women's 5K, Peachtree Road Race, and Thanksgiving Day Half Marathon.
- Habitat for Humanity (2015-18). Participated in building homes for families.
- R.U.N. (Reduce Urban Neglect) (2015). An organization that runs through the city with backpacks full off food and supplies for the homeless.
- College Art Association (CAA). 2005 - 2012. Member.
- Georgia Game and Development Association (GGDA). 2006 - 2008.
- Volunteer time as GGDA Staff Photographer. Volunteer Designer/Photographer for SIEGE Conference 2007 and 2008.
- Atlanta Artists Center (AAC). 2005 - 2008. Volunteered time towards show submission process and openings.