

**Gwendolyn S. Ruiz**  
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**Education:**

Western Connecticut State University – Bachelor of Business Administration

**Experience:**

Multimedia Researcher

Cycling Fish Creative Services : *November 2006 – Present*

Audio, video and still picture research for educational publications. Projects include: America the Beautiful and Wicked History print series, Expert Space, Expert21, Bookflix, The New Book of Knowledge, The New Book of Popular Science, Lands and Peoples, America the Beautiful, Grolier Multimedia Encyclopedia, La Nueva Enciclopedia Cumbre, and Grolier Online web products. Negotiating rights and permissions,

Photo Researcher

*Scholastic Inc., Danbury, CT: February 2002 – 2006*

Picture research for Scholastic reference books, contacting photographers and stock photo agencies, and coordinating delivery to meet a deadline. Management of a FilemakerPro photo tracking database.

Senior Online Art Specialist

*Grolier Educational, Bethel, CT: 1999 – May 2001*

Management of a large-scale art revision program for the Encyclopedia Americana Online edition. This included the direction of freelance artists, deliveries, scheduling, routing and tracking of electronic and paper files using a FileMaker Pro database. Scanning, cleanup and preparation of electronic images using Adobe PhotoShop and Illustrator. Conversion of print artwork to image files suitable for online use required hand-editing of small-point size bitmap fonts in Fontographer for consistent display and efficient production.

Assistant Art Director

*Grolier Educational, Bethel, CT: 1998 - 1999*

Management of the Encyclopedia Americana Map Revision Program. This entailed coordinating delivery of electronic map files from a freelance artist to proofreaders and editors, revisions to the map images, and batch processing of the files in Debabelizer to prepare them for delivery online. Art direction for newly commissioned print art with both freelance artists and editors, requiring the ability to highlight the artist's individual talents while conforming to the editor's specifications. Creation of a series of images for use in print using Adobe Illustrator, and converting them to Photoshop for use in the online product.

Photo Research Assistant

*Grolier Educational, Bethel, CT: 1995 - 1998*

Picture research for various Grolier reference books, contacting photographers and stock photo agencies, and coordinating delivery to meet a deadline. Management of a 4D photo tracking database and an ACT! vendor file database for the department, involving detailed record keeping and constant updates. Designing and implementing photograph download procedures for The New Book of Knowledge Online, entailing coordination of electronic file deliveries from stock agencies to a photo repository and database.

**Software Proficiencies:**

Microsoft Word, Excel, Powerpoint, Access, Outlook, Adobe Photoshop, Adobe Illustrator, FileMakerPro, Fetch, iPhoto, GarageBand, iMovie, iDVD

**Interests:**

Head coach of the Western Connecticut State University Dance Team