

LETA MARIE O'STEEN

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SUMMARY OF QUALIFICATIONS

Nine years professional experience with photography and web design. Extensive experience developing and maintaining websites using CSS, JavaScript, HTML, and BBedit. Expert knowledge of layout and design software including Adobe Photoshop CS4, InDesign CS4, Dreamweaver CS4, Acrobat, and Microsoft Office and Excel. Advanced knowledge of image management, scanning, and photography. Studio photography skills include working with lighting equipment, traditional and digital camera systems and software, and handling museum objects. Excellent organization skills and precision in detail.

EDUCATION

MFA, 2008, Savannah College of Art & Design, Savannah, Georgia
BFA, 1999, Virginia Commonwealth University, Richmond, Virginia

EXPERIENCE

Contractor, Publications Office, Episcopal Diocese of Washington, Washington, DC

August 2008-present

- + Maintaining website and other communication material
- + Coordinating advertising contracts
- + Invoicing for advertising contracts
- + Submitting payments for contributors
- + Mailing list management
- + Marking-up photography for print and webdesign
- + Location photography assignments

Photography Professor, Field School, Washington DC

August 2008-June 2009

- + Teach darkroom photography

Technical Director, Washington National Cathedral, Washington DC

March 2006-June 2008

- + Technical Director covering special event media
- + Weekly Video Productions
- + Create and edit Webcasts, Podcasts, and MP3's

Photography Instructor/ Darkroom Assistant, Photoworks, Glen Echo Park, Glen Echo, Maryland

August 2003-present

- + Teach Digital & Darkroom Photography, Intermediate Printing, Digital Camera, and Web Design

Web Designer/Publications Assistant, Washington National Cathedral, Washington DC

February 2001-July 2004

- + Web Site design and development (www.nationalcathedral.org)
- + Audio/visual projects in support of Cathedral events including video, photography, and editing
- + Develop & publish Cathedral communications
- + Responsible for daily maintenance and updating of Cathedral website
- + Gather and verify events and program information for print and electronic publications
- + Write and edit copy
- + Assist with tracking effectiveness of Cathedral communications

AWARDS, EXHIBITIONS & PUBLICATIONS

2004 Artistic Honors Fellowship, Savannah College of Art & Design, awards for the design of the Cathedral website. Photographic exhibitions in Washington, DC, Richmond, VA & Savannah, GA. Commercial and personal work has been featured in publications such as *Silverworks*, *Punchline Magazine*, *Cathedral Age Magazine* and *Episcopal Life*.