

Karen Johnson  
4419 Taney Avenue #304  
Alexandria, VA 22304  
Cell: 703-869-6837  
Email: [kj@paintedthorn.com](mailto:kj@paintedthorn.com)  
Portfolio: [www.paintedthorn.com](http://www.paintedthorn.com)

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Results-oriented leader with comprehensive technology, training, and administration experience seeking a career that will provide an opportunity to utilize a strong commitment to visually solving problems, technology advances, and human relations.

Karen Johnson, U.S. February 1998 – Present

***Visual Information Specialist – Project Management***

Meet with clients, such as SAIC and Covad to discuss their individual project needs. Create documentation that outlines the project concept with business objectives, states the target audience, discusses the visual goals and how they will be measured, and lists technology requirements.

- Create 3D modeling, 3D animations, and simulations
- Create interactive training materials using Flash Actionscript 2.0. Translate 3D into 2D.
- Create websites, user interface designs, print, and marketing materials.

The Art Institute of Washington, Arlington, VA July 2004- April 2008

***Faculty Member and Assistant Department Chair***

Provided support for student and faculty of the Media Arts & Animation Department. Served on the Curriculum Development, Student Success, and Faculty Development Committees.

- Instructed advanced courses in 3D Animation and Modeling using Maya, Interactive Design, Digital Ink & Paint using Photoshop, and Portfolio Presentation.
- Designed and developed First, Mid, and Final portfolio review guidelines, standards, and methods of assessment. Coordinated portfolio reviews for over 200 students.

Kadix Systems, Arlington, VA July 2005 – January 2006

***Training Developer, Project Management Experience***

<http://paintedthorn.com/kadix>

Assist in the management of course ware development in a team of about five artists, meeting Section 508 compliance. Designed performance-based and multimedia training materials for the U.S. Coast Guard.

- Videotaped U.S. Coast Guard BUSL boats and created 3D models and Flash animations based on the videos. Used Flash Actionscript 2.0 for interactivity.
- Created production schedules to assist with time management, maintaining deadlines and adjusting benchmarks when needed.
- Created an asset management structure to maintain organization and developed management tools to assist with project efficiency.

Gallaudet University, Washington, DC August 2008 - Present

***Grants Specialist***

Provide research administration expertise in pre-award preparation of grant proposals.

- Designed and developed a web-based content management system to manage pre-award administration of grants documentation, transitioning office from hard copy to digital and enabling information accessible online. Created step-by-step training documentation.
- Meet with Principle Investigators to create complex budgets for proposal submission to federal agencies.

- Ensure proposals are compliant with federal and university regulations.
- Prepare federally required annual reports on sponsored programs.

The Art Institute of Washington, Arlington, VA

April 2008 – August 2008

***Accreditation Coordinator***

Responsible for providing resources and support related to the accreditation process and department learning outcomes.

- Developed a web-based content management system for accreditation, including access to important documents, a forum, newsletter, and a calendar.
- Collected learning outcomes data from academic directors in all departments and provided statistics to be used in Institutional Effectiveness Plans (IEP).

The Art Institute of Washington, Arlington, VA

September 2006 – April 2007

***Interim Department Chair***

Responsible for the recruitment, development, and supervision of a team of 13 faculty members in the Media Arts & Animation and Game Art & Design Department.

- Provided leadership and vision by implementing and developing curriculum.
- Staffed classes for both departments with over 400 students; and met with parents and students to discuss personalized academic programs and methods of obtaining success.

**Education**

Argosy University, Arlington, VA

2007-2008

Doctor of Education (EDD), Educational Leadership (Complete three courses)

Savannah College of Art & Design, Savannah, GA

2003

Masters of Fine Art (MFA), Computer Art

San Jose State University, San Jose, CA

1996

Bachelor of Arts (BA), Computers in Art & Design/Research & Education

**Membership**

National Council of University Research Administrators (NCURA)

2008-Present

**Skills**

Autodesk Maya; 3DS Max

Adobe Photoshop, Illustrator, Dreamweaver, Flash, Actionscript 2.0, Premiere

Microsoft Word, Excel, PowerPoint, Outlook; Blackboard, Joomla

**Academic Achievement**

Savannah College of Art & Design, Savannah, GA

2001-2003

Morris Scheer Fellowship Outstanding Portfolio Award.

**Activities**

- NCAA Division I Swimming, U.S. Master Swimming

1988 – Present