

CAROLINE BUCK TAWNEY

M.S. Urban Placemaking & Management

Pratt Institute
May 2020

B.S. Sustainable Development
Appalachian State University
2016

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selected works: carolinecbuck.com

EXPERIENCE

Planning & Business Development

Cycle Architecture + Planning
New York, NY. Oct '18 - Present

Conducts research related to planning and architecture projects. Assists architect staff with renderings and presentations. Manages social media and website presence. Designs, compiles, and copy edits proposals for RFP/RFQ responses.

Placemaking Consultant

Project for Public Spaces
New York, NY. Sep '19 - Feb'20

Contracted work for a mixed-used development in downtown Portland, OR. Researched precedents and recommended strategies for public space activation. Organization and layout of an interim activation matrix. Created programming diagrams. Copy edits and layout for final recommendations report and public space program.

Graphic Designer & Production Assistant

The Wheel Journal
New York, NY. Aug '18 - Ongoing

Contracted work for graphic design and production of a quarterly magazine. Image and text layout and document organization for printing. Uploading and digital archiving of issues on Squarespace.

Marketing & Office Manager

Crosby Schlessinger Smallridge
Boston, MA. Mar '17 - May '18

Procured and prepared proposals for public agency RFP/RFQ submittals. Created marketing materials and managed social media/website. Managed office operations: purchasing, invoicing, interfacing with clients, project administration, event planning.

Planning Intern

Town of Boone Planning Dept.
Boone, NC. June - Dec '16

Conducted research and compiled urban design plans. Completed illustrations, renderings, and graphic designs for town documents. Developed design guidelines for inclusion in local zoning ordinance.

Founder & Director

Campus Farmers Market
Boone, NC. Mar - Dec '16

Headed the creation and implementation of an on-campus farmers market, coordinated vendors, and volunteers, and designed promotional material for the recurring markets. Managed day-of coordination.

Founder & Designer

Blue Laurel Paper Co.
Boone, NC. Jan '15 - Present

Create custom designs and illustrations for contracted and single-commission clients. Studio maintenance and organization. Manage budget, expenses, and calendar deadlines.

SKILLS

Technical

Microsoft Office: Word, Excel, PowerPoint, Outlook; Adobe Creative Suite: Creative Cloud, Photoshop, Illustrator, InDesign; ArcMap; SketchUp; Google Drive; Social Media: Facebook, Instagram, Twitter; Wordpress; Wix; SurveyMonkey; Mailchimp

Creative

Watercolor; Pen & Ink; Digital Media; Graphic Design; Hand Illustration; Print Design; Pattern Design; Web Design; Photography