

**Maureen M. Squires**

**Professional Experience**

Painter/Calligrapher

1976 to present

Juror

Letter Arts Review Annual, 2010

Class Coordinator, *Responding to Our World*, Mercy Center, Madison, CT,

August, 2007

Juror/Curator

*Responding to Our World, Words, Images, Gestures*,  
Guilford Art Center, Guilford, CT

November, 2006, June 2007

Curator

Alphabets in the Arts, Ice House Gallery, Berkeley Springs, WV, an invitational exhibition featuring 41 artists from 22 states

January to March, 2004

Director

*Writing Beyond Words*, An International Calligraphy Exhibit and Conference

1997 to 1999

- organizing and directing a week of classes, lectures and exhibits for The Guilford Handcraft Center, Inc.
- contracting with host facility for housing, meals and program facilities, controlling budget of \$150K
- hired faculty
- coordinating the production of a descriptive brochure and all conference related printed materials
- supervising volunteer committee chairpersons for housing, facilities, hospitality, exhibits, promotional package, commercial exhibits, faculty

Account Executive

Applied Innovation Management

September 1994 to March 1995

46540 Fremont Blvd., #502, Fremont, CA 94538

Sales and marketing Infopower Business Solution Software to large computer centers

Consultant

AT&T Bell Labs

November 1987 to September 1994

Middletown, NJ/CDI Corporation, 1767 Morris Avenue, Union, NJ 07083-9728

Middletown, NJ/Winnertech Corporation, 75 West Front Street, Red Bank, NJ 07701

Lab Administrator for the Advanced Computing Environment Group

- managed purchasing and maintenance contracts for the Network Operations and Services Development Department
- tracked equipment budget of \$3.0M per year over 17 accounts using an Infopower database
- administrated a Schlage Security System
- planned and designed 10,000sq. ft. of new labs and coordinated the move of 300 personnel for the Systems Technology
- Center's relocation in 1991 from the Red Hill to Middletown facility; coordinated work with carpenters, electricians and building services for the Center along with handling ongoing space renovations and telecom requests for two departments

Consultant

Transportation Data Systems (out of business)

April to October 1987

- managed set up of offices and computer lab
- coordinated purchasing
- reviewed benefits packages
- coordinated graphics production
- managed general operations

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Consultant/Coordinator

AT&T Bell Labs

November 1981 to 1986

Holmdel, NJ Art Studio/L.J. Gonzer Inc., Red Bank NJ

- coordinated graphics production
- managed trafficking of art work for engineers and staff with contract houses and in-house graphic designers, illustrators and model makers
- duties included:
  - a. assessing client needs
  - b. planning presentations, assigning work to artists and contractors, tracking progress
  - c. returning finished art work to clients
  - d. assisted with the development of internal quality improvement assessment

Executive Director

1985 to March 1987

*Innovations '86*, An International Gathering of Lettering Artists, Stevens Institute, Hoboken, NJ

- organized and directed a week of classes, lectures and exhibits for 465 participants and 74 faculty for the New York Society of Scribes
- contracted with host facility for housing, meals and program facilities, controlled budget of \$230K
- hired faculty
- coordinated the production of a descriptive brochure and all conference related printed materials
- supervised volunteer committee chairpersons for housing, facilities, exhibits, conference store, promotional package, commercial exhibits, faculty
- arranged for publicity, scheduled programs and classes

Executive Director

1981 to 1982

Philadelphia Conference on the Calligraphic Arts

- organized and directed a one week international conference for 400 participants and 40 faculty in conjunction with the Philadelphia University of the Arts
- contracted for housing, meals, and facilities for participants and faculty, controlled budget of \$120K
- supervised volunteer committee chairpersons for housing, facilities, exhibits, promotional package, commercial exhibits, faculty
- hired faculty
- directed the production of the brochure and conference related printed materials

**Teaching**

Guilford Art Center, Guilford, CT

Creative Arts Workshop, New Haven, CT

Conference workshops, presentations

Philadelphia University of the Arts, Philadelphia, PA

Adult Education for:

Brookdale Community College, Middletown, NJ

Cabrini College, Wayne, PA

Churchill Area High School, Pittsburgh, PA

Kirk Junior High School, East Cleveland, OH, Art, grades 7 and 8

Central Greene School District, Waynesburg, PA, Art, grades K to 9

Palisades School District, Bucks County, PA, Art, grades K to 9

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<http://www.maurensquires.com>

## **Maureen M. Squires**

### **Education**

Philadelphia University of the Arts, Philadelphia, PA (graduate work), 1980  
Carnegie Mellon University, Pittsburgh, PA, Advanced Calligraphy with Arnold Bank, 1976-77  
Seton Hill University, Greensburg, PA, BA in Art Education, 1968

### **Continuing Education**

Pagemaker 5.0, ACES Media Education, New Haven, CT  
Introduction to Solaris/Framemaker, Kelly Education Services  
Beginning Lotus 123, Kelly Education Services