

Experience **Marketing and Design Coordinator | Pulitzer Arts Foundation**

St. Louis, MO

April 2017–present

- Manage key print projects (calendar, board reports, and exhibition materials); coordinating between departments and with outside vendors. Overseeing content, editing, layout and design, imagery, pre-press, and production; leading meetings and acquiring consensus, while maintaining set budgets.
- Manage \$60,000 advertising budget, creating ad materials (print and radio), managing expectations from internal stakeholders and communicating with external vendors.
- Created new promotional materials including posters, notecards, postcards, and visitor tags, in order to reach the St. Louis public in new and more accessible ways.

Project Coordinator | Humans of St. Louis book campaign

St. Louis, MO

October 2017–August 2018

- Co-managed Kickstarter campaign, successfully raising more than target goal with over \$34,000 in start-up funds.
- Researched, wrote, and edited content for creative brief, marketing plan, and book content.
- Created donor lists and outreach materials for additional fund-raising.

Graphic Designer | SPACE Architecture + Design

St. Louis, MO

January 2014–October 2015

- Expanded brand, created print promotional materials and digital graphics to increase marketing opportunities (including content creation, graphics, layout, and production), grew social media (adopting additional platforms, improving tone, increasing followers).
- Produced logos and graphics for clients including chef Mike Randolph and the Curtain Call Lounge at the Fox Theatre.

Writer | Tenspeed Hero, a webstore and professional cycling & art blog

Chicago, IL

2011–2016

- Wrote and edited copy in distinctive voice of client for blog posts, store entries, and branding elements, including for special releases.
- Contributed to strategic marketing and content planning.

Education **Bachelor of Fine Arts in Graphic Design, History Minor | University of Illinois at Urbana-Champaign, 2012**

Positions **Au Pair | Miller Family**

Maastricht, Netherlands

November 2015–November 2016

- Live-in childcare for five children ages two weeks to nine years. Included transporting kids by bike daily, managing the family schedule, contributing to household maintenance, and enforcing family standards and responsibilities.
- Worked closely with parents to ensure good communication, consistency in discipline, and overall health of family.

Secretary (2014–2015), Member, Junior Board (2013–2014) | The International Institute St. Louis

- Co-oversaw the growth of junior board, establishing an application process, onboarding process, offboarding process, standards of conduct, committees, and yearly schedule.
- Co-planned successful recurring events.
- Oversaw replacement board as a part of the executive committee, continuing successful management of junior board.

Event Planner | Lindy Hop St. Louis, Fall 2012–2015

- Planned two successful barn dances in collaboration with the Collinsville Area Recreational District, with a combined budget of approximately \$10,000 and attendance of several hundred visitors. Responsibilities included organizing, budgeting, marketing, and running the events as main coordinator.

Skills Adobe Creative Suite, Microsoft Office Suite, social media platforms (Instagram, Twitter, Facebook, Pinterest), Mac & PC operating systems, WordPress, Asana, Salesforce, photography, basic html, rudimentary Spanish and Dutch