

Experience Advertising and Design Coordinator | Pulitzer Arts Foundation

St. Louis, MO | April 2017–present

- Manage key print projects with \$50,000 budget, including triennial calendar, board reports, and exhibition materials; working to align with our strategic objectives, which include “leading with art”
 - Coordinate collaboration between internal departments, as well as between our teams and outside vendors
 - Oversee timeline, content creation, editing, layout & design, imagery, pre-press, and print production
- Manage brand, including producing stationary, creating new advertising and branded materials, maintaining brand standards across advertising and marketing, and support for employees across the organization
- Serve as copywriter and copyeditor across projects
- Created and designed successful poster campaign to advertise museum exhibitions and events, promoting brand
- Manage \$60,000 advertising budget for print, digital, and radio

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 graphics and supported layout and design of book mockup

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)
- Produced logos and graphics for multiple clients, including City Greens Market, chef Mike Randolph across restaurants, Tazé Street Food, and the Curtain Call Lounge at the Fox Theatre
- Managed photography; shooting staff photos and SPACE events
- Grew social media presence on three additional platforms by improving tone, photography quality, and increasing followers

Graphic Design Assistant | Spurlock Museum at the University of Illinois at Urbana-Champaign

Urbana, IL | 2010–2012

- Designed wall graphics and print materials for two exhibitions, working cross-departmentally
- Researched artifacts and contributed copywriting and proofreading for exhibition texts
- Designed pamphlets and fliers to advertise the museum and specific exhibitions, focusing on maintaining museum branding and appealing to diverse student audiences

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

Positions Au Pair | Miller Family | Maastricht, Netherlands; 2015–2016

- Live-in childcare for five children, ages two weeks to nine years. Provided childcare, transported kids by bike, helped manage family schedule, contributed to household maintenance and meal preparation. Worked with parents individually and as a team to ensure good communication, consistency in discipline, and health of family.

Secretary (2014–2015), Member (2013–2014) | Junior Board of 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

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