




# GRACE TRAPNELL

## COMMUNICATIONS & DESIGN

### CONTACT

 gracehtrapnell@gmail.com

 www.gracetrappnell.com

 Charlottesville, VA

### SKILLS

Graphic Design

Illustration

Writing & Editing

Content Creation

Project Management

Video Editing

Social Media

Branding & Marketing

Storytelling

Public Speaking

Collaboration

Presentation Design

Adobe Creative Suite

Canva

Procreate

Microsoft Office

Google Workspace

Mailchimp

Slack

Wix

Zoom

### WORK EXPERIENCE

#### Communications Coordinator

Freelance

March 2018 – present

- Collaborates with individuals and organizations to craft social media and marketing materials from the ground up, including visuals, branding, and copy.
- Acts as the content creator and community manager for social media accounts to drive engagement and storytelling.
- Illustrates and designs custom visuals for print and digital marketing efforts and creative projects.

#### Office Operations Coordinator

WillowTree/TELUS Digital

February 2024 – present

- Coordinates office event planning and logistics from vendor relations and budget tracking to event design and internal marketing.
- Assists with administrative support, scheduling, space management, and employee experience initiatives.
- Leads office supply ordering, all mail and shipping efforts, and office-wide communication.
- Project manages and tracks ESG reporting across 6 offices.
- Provides exceptional hospitality to visitors and clients.

#### Office Manager

Cakes by Rachel

August 2022 – December 2023

- Supported a busy bake shop with scheduling, invoicing, and providing high level customer support for clients and wedding planners.
- Acted as both community manager and content creator for the company's social media channels and marketing efforts.
- Managed projects, calendars, delivery schedules, and light accounting work for the business.

#### Senior Operations Specialist

CIC

December 2016 – August 2020

- Provided compassionate administrative and operational support to clients in a high-end co-working/start-up space.
- Worked independently and as a team to build positive, personal relationships with clients and companies.
- Successfully led the operations team on staging and beautifying offices to attract new clients and increase value.

### EDUCATION

#### University of Vermont

BA in Theatre Performance, Studio Art

2009 – 2013