

Skills

Content creation, graphic design, writing, illustration, project management, storytelling, video editing, customer service, cross-team collaboration, event management, Microsoft Office, Google Suite, Zoom, Slack, Asana, Adobe Creative Suite, Procreate, and Canva.

Work Experience

Freelance Social Media and Design

January 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 creative force and community manager for social media accounts to drive engagement and storytelling.
- Illustrates and designs custom visuals for special projects.

WillowTree

February 2024 - present: Front Desk Coordinator

- Assists the rest of the operations team with event planning and logistics, office-wide communication, graphic design, and employee support.
- Provides exceptional hospitality to visitors as their first point of contact upon entering the office.

Cakes by Rachel

August 2022- December 2023: Office Manager

- 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.

Cambridge Innovation Center (CIC)

December 2016 – August 2020: Senior Operations

- 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 team on staging and beautifying offices to attract new clients and increase value.

Education

University of Vermont

September, 2009 – May, 2013

BA in Theatre Performance, Studio Art