

ABOUT

Principled critical thinker with exceptional work ethic and collaborative skills. Driven to create positive change

TECHNICAL KNOWLEDGE

Advanced Mac OS and iOS, Adobe Creative Cloud, Sketch, Invision, Balsamiq, Wordpress, Mailchimp, Social Media, HTML, CSS

SOFT SKILLS

Creative thinking, active listening, strong written and verbal communication, leadership, time management, comfort with ambiguity, positivity and adaptability

EDUCATION

MCTC, Web Design 2020
CareerFoundry, UI Design 2020
Saint Paul College, General Studies 2018

CERTIFICATIONS

Web Design - MCTC 2020
UI Design - CareerFoundry 2020
Adobe Photoshop - 2019

MEMBERSHIPS

UXPA Minnesota
2019 - Present
Board Member/Social Media Manager 2021

EXPERIENCE

MBY PRODUCTIONS - Documentary Film Producer 2015-2021

- Created and maintained communications channels including Mailchimp emails and social media platforms
- Raised over \$100k from grant writing and crowdfunding campaign
- Planned and orchestrated public and private events over 5 years
- Documented events using video and still photography
- Developed and maintained Squarespace website
- Increased visibility by creating web-based graphics/video marketing materials and print material promotions
- Conducted research to procure archival material
- Established communication channels for rights and clearance negotiations with artists, libraries, and publishing houses
- Troubleshooted technical/computer issues
- Recruited/supervised interns, hired crew, and coordinated film shoots

CAREERFOUNDRY - UI Design Tutor 2020-Present

- Identify individual student needs and strategize to close skill gaps
- Offer suggestions for supplementary learning materials
- Evaluate work and give actionable suggestions for improvement
- Work closely with mentors to provide guidance and advice

APPLE - Specialist 2018-2019

- Advised customers on Apple technology platforms and software
- Facilitated ownership of Apple equipment
- Educated customers on Apple devices
- Helped customers with general tech-related questions

KELLE GREEN PHOTOGRAPHY - Photographer 2012-2020

- Performed professional portrait photography for clients in studio and on location for live events
- Provided retouching services, image optimization, color conversions/corrections and other digital support for clients

QUIET ISLAND FILMS - Assistant Producer/Outreach Coordinator 2015-2017

- Administered communications outreach to promote and market documentary film
- Provided production support for corporate and non-profit video
- Managed interns and hired crew
- Planned, drafted, and disseminated project notes for shoots