



EMILEE REED

Art and Design

CONTACT

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WORK EXPERIENCE

CREATIVE ADMINISTRATOR

The Art Studio NY | Sept 2021 - present

- Establishing art programs and management plans
- Leading multiple classrooms and students based on many different art subjects (painting, drawing mixed media, etc.)
- Creating and editing assets for the team and students
- Coordinating events and rosters
- Managing creative team
- Communicating with parents and guardians of students

VIRTUAL ASSISTANT

In Creative Co. 2022 - Present

- Creating and editing graphic design assets for the web applications, websites, and social media content
- Helping with day-to-day project tasks
- Developing and editing social media templates
- Social Media Content Creation
- Virtual Assisted founders by scheduling events with members as well as posting social media content.
- Create graphic illustrations and GIFs for social pages and website pages.

SOCIAL MEDIA CONTENT CREATOR/ MANAGER | COPYWRITER | BRANDING

Lush Digital Marketing | LOVMINE | 2022

- Rebranded Lush Digital marketing and created their branding package. Also ran social media pages and created social content. I was hired on for copywriting and grew into the business.
- Supported LOVMINE in branding and create logo and brand package.
- Communicated founders to bring their visions to life in both branding, writing and social media.

EDUCATION

BA IN ART AND DESIGN WITH EMPHASIS IN EDUCATION

Lindenwood University | 2019-2022

PERSONAL PROFILE

I am an artist, educator and freelance designer. I specialize in design and creative content building. I have experience in creative management and also design and collaborate on projects with amazing creative companies.

EXPERTISE

Creative Administration
 Graphics Design
 Project Management
 Social Content Creation
 Digital Art

SOFTWARE KNOWLEDGE

Adobe Photoshop
 Adobe Illustrator
 Canva
 Procreate
 Google Suites

PERSONAL SKILLS

Creativity
 Team building
 Communication
 Problem Solving
 Leadership

Thank you!