

PROFESSIONAL EXPERIENCE

Brooklyn Comic Con | *Community Manager/ Panel Coordinator* | New York, NY | **December 2021 – Present**

(Event By: Sexy Nerds: One-of-a-kind events; A convention that focuses on the guest-experience, and a vibrant local community of comics, artists, vendors, food trucks, music, gaming & more)

<https://brooklyncomiccon.com>

- Represent the Sexy Nerds voice across multiple platforms including our Convention BKCC, speak on behalf of Brand where needed.
- Daily Social media management including content for the Sexy Nerds and Brooklyn Comic Con brands.
- Online channel management, regularly post curated content BKCC Instagram/ FB channels.
- Post updates in Facebook event pages and on key FB groups.
- Post weekly raffle giveaway instructional and winner posts on key channels.
- Prepare and send out SN/ BKCC mailing blasts via Mailchimp.
- Participate in strategy meetings and internal communications, and input feedback.
- Live event activation and participation. Help set up and operate our in-person public facing operations.
- Help maximize engagement with the public and collect key info. including community and guest outreach.
- Create and propose panel concepts. Research and propose outside collaborators, moderators, contributors.
- Curate/ administer convention panel programming, including guest outreach, facilitating connections, panelist booking. Work with production to ensure that all parties are prepared per planned schedule.

G33K-HQ | *Freelance Writer/ Media* | New York, NY | **April 2016 – Present**

(Online Magazine breaking news in Comics, Cosplay, Anime, Gaming, Tech, and more)

<https://g33khq.org>

Freelance writer/ reporter for G33K-HQ, and writer, editor and creator of GothamGeekGirl

- Strong written and verbal communication skills: Well-versed in Comics, TV, Film, Gaming and Entertainment.
- Press coverage of conventions/ geek related events; contributes posts and content ideas for articles.
- Research trends and news, all while keeping up to date in the arts/ entertainment industry.
- Create content for marketing, promotion and advertising, including videos, giveaways and contests.
- Copy-writing/ Work with vendors to build audiences and increase overall engagement, build campaigns.
- Contributed to gaining over 25K monthly unique website visitors. (We have over 16K followers across our FB with an average reach of 28K-80K/day. We average 10.5K Tweet impressions monthly)

Otakus & Geeks | *Freelance Writer/ Reporter* | New York, NY | **2019 – Present**

(Entertainment site covering anime, movies, video games, tv, and convention coverage)

<http://www.otakusandgeeks.com>

- Access to PR and Professional Media contacts.
- Review the latest in comics, television, and film with access to screeners, premieres and events.
- Contribute written reviews, and press coverage of events, conventions, festivals and showcases.
- On-camera experience, video interviews with celebrities and various entertainment guests.
- Experience working with social media, video editing and CMS WordPress/ Squarespace.
- Utilize advertising with partners by incorporating the use of products into video posts on social platforms.

BOLD New York | *Administrative Coordinator/ Marketing Intern* | New York, NY | **June 2015 – July 2020**

(A real estate consulting and brokerage firm specializing in the luxury leasing & sales market)

SKY Account - Moinian

ADMIN:

- Responsible for managing Leasing/ Model unit presentation and opening/ closing Leasing Office.
- Coordinated schedules for brokerage firm tours and cross functional teams around important meetings.
- Assisted with project management, and maintaining schedules using project management software.
- Handled reception, and administrative duties including data entry, inputting daily reports, managing inventory.
- Managed calendar, showing requests and daily real estate operations, including providing superior client service and maintaining confidentiality of residents' information.
- Provided thorough new-hire training, implemented new CRM software, prepared manuals, ran live-chat.

MARKETING:

- ◻ Provided support across multiple platforms (sales, social media, graphic design)
- ◻ Presented marketing pitches, received feedback, and incorporated requested changes.
- ◻ Utilized Adobe Creative Suite to create strong brand design (flyers, business cards etc.)
- ◻ Helped manage social media accounts and campaigns, utilizing platforms to create brand awareness.
- ◻ (LIVE-CHAT) Wrote professional and informative COPY for staff to use for effective customer service.
- ◻ Worked with a team of marketing professionals to create print advertising campaigns with a keen eye for detail, from grammar and punctuation to brand tone.

Marvel Entertainment | Digital Production Intern (Fall Semester) | New York, NY | August 2010 – December 2010

- ◻ Worked with Adobe Creative Suite to edit/ prepare comics for online use and PlayStation Portable access.
- ◻ Calibrated printers daily for office use; paneled digital comics for correct reading and viewing purposes.
- ◻ Created and updated Excel spreadsheets on comic categorization by completion, error and incomplete.
- ◻ Sorted comics by content suitability for particular audiences.

ADDITIONAL EXPERIENCE

Midtown Comics | Marketing Freelancer/ Social Media Ambassador | Midtown location NY | September 2020 – Present

Assist marketing team to expand reach, improve sales processes, track trends, and create innovative and engaging content. Work with vendors to create content for advertising, promotions, giveaways, and contests including videos, reels and recommendations.

SEEK Ambassador– NY City Recs | Founding Curator | NY | October 2021 – Present

NYC- based app with recommendations and tips on where to eat, drink, and hang out. I provide my art/geeky recommendations.

Brand Affiliate/ Product Reviews: Curate product unboxings, annual holiday gift guides, and product reviews featuring a multitude of companies including McFarlane Toys, Kid Robot, Entertainment Earth, Bradford Exchange, DC Direct, Loot Crate and more.

Strokes of Genius INC. | Fundraising/ Sales | Brooklyn, NY | January 2011 – Present

Non- Profit Organization: The primary focus of Strokes of Genius is to educate and empower individuals with an Autism Spectrum Disorder (ASD) by promoting the abilities in contrast to the disabilities.

Provide support in classroom set-up, fundraising events and gallery exhibition displays: Assist in the setup and dismantling of professional art exhibition installations including proper receiving, cataloging, and packaging. Participated and promoted social events on social media.

EDUCATION

Fashion Institute of Technology | State University of New York | Class of 2011

Bachelor of Fine Arts, Illustration | **May 2011**

Associates in Applied Science, Fashion Illustration | **May 2009**

(Illustration / graphic design, life- drawing, adobe suite, basic photography)

University of Michigan | EDX Verified Certificate | September 2021

Marketing and Public Relations (Focus on Branding, outreach and design strategies)

Tenri University | Nara, Japan | Study Abroad Japanese Language Program Certificate | July 2016

Classroom and Extracurricular activities/ field trips (Exposed to Japanese history and culture)

Oxford Seminars | New York City | Certified

TESOL/TESL/TEFL (Certified to teach English)

Exceptional grasp of punctuation and grammar / Developed excellent verbal and interpersonal communications skills / Confident proofreading skills with a keen eye for detail / Designed lesson plans and learning activities.

SKILLS

Adobe Creative Suite | Microsoft Office Suite | Salesforce | WordPress | Squarespace | Air-Table | CRM | Communication | Editing & Reviewing | Mailchimp | Graphic Design | Illustration | Merchandising | Social Media Branding | Customer Service | Facilitating Connections | Hosting | Editorial