

I'm an efficient, organizationally-driven professional with substantial experience in the arts, design, data entry, and office management with the flexible adaptability that comes with multi-tasking. Familiar with strict NDAs while working with sensitive information within various data platforms and software. Effective communicator with diverse individuals and organizations while maintaining deadline-driven performance.



703-517-4502



cricketmichel.voice@gmail.com



North Hollywood, CA

SKILLS

- 39.5 WPM at 99% Accuracy, Certified
- Handling Sensitive & Confidential Information
- Calendar & Data Management
- eCommerce Management & Inventory
- Adaptable to different data management styles
- Proficient in efficiency programs: Trello, AirTable, Artlink, ect.
- Digital Fluency in Google Workspace and Microsoft Office Systems
- Knowledge in Procreate, Sketchbook pro, Adobe Photoshop/Illustrator
- Knowledge of custom fabrication, visual design, & power tools for Displays.

INTERESTS

- Meditation
- Music & Singing
- Voice Acting & Animation
- Illustration & Visual Storytelling
- Health and Wellness
- Community advocacy

REFERENCES

- Emily Chaing
 - Emii Creations, CEO
 - 1(949)466-0814
 - emily@emiicreations.com
- Greg Houser
 - Friend/Mentor
 - 1(484)467-1387
 - greg@gregoryhouser.com
- Dino Andrade
 - Current Employer/Mentor
 - 1(310)387-3194
 - dinosvoice63@icloud.com

EXPERIENCE

PERSONAL ASSISTANT

Dino Andrade (Private Hire) | Hybrid (2018 - Present)

- Responsible for maintaining workshop & class schedules, reminders, payments, records, and new student orientation.
- Timely communication with students worldwide in various time zones and countries.
- Multi-tasking with multiple calendars for personal and professional schedules of client.
- Communicating with students worldwide via different methods of communication.
- Collaborate remotely with client to promote best practices and ensure a cohesive coordination of schedules and activities.
- Bi-monthly in-person meetings for filing paperwork, reviewing long-term work tasks, and planning for future events and projects.
- Implemented an eCommerce option to client's person webpage for autographs.
- Copywriting for product descriptions, creative legal protections, and disclaimers that protect both the client and consumer.
- Organized travel, accommodations, transportation, programming obligations, booth setup, workshops, and leisure activities for client while maintaining meticulous attention to details.

SENIOR ASSISTANT | INVENTORY MANAGEMENT | TRADESHOW PROXY

Emii Creations | Hybrid (2021 - 2022)

- Efficiently maintained physical and digital inventory of merchandise in multiple custom data systems.
- Responsible for product copywriting that was cohesive to the overall theme and aesthetic of the brand.
- Trusted to travel alone to trade shows as brand ambassador. Setting up booths & displays, working a POS System, keeping an accurate count of sales & cash, organizing inventory, and taking orders while working a multiple-day trade-show.

VISUAL MERCHANDISER & SHOWROOM SPECIALIST

Kurt Adler (2018 - 2021)

- Experience in leading the conceptualization and visual execution of showcasing merchandise for special events, retail, wholesale, and other commercial ventures.
- Working across various product categories to design installations that leverage visual merchandising as a way to drive sales.
- Key holder for opening & closing the LA showroom.
- Knowledge of power/pneumatic/hand tools.
- Able to work long hours under intense deadlines in fast-paced environments.
- Demonstrated a variety of skills in Crafting, Construction, Design, Engineering, and Electrical for display installations.
- Portfolio and Visual Reel of work available at

badcarrotstudios.com/visual-merchandise-builds

EXPERIENCE

(CONTINUED)

FREELANCE ARTIST

Bad Carrot Studios (2014 - Present)

- Offering commission-based products with customer service management from concept to final product.
- Clear communication for updates with clients to manifest their ideas into visual illustrations under strict deadlines.
- Researching, ordering, and quality assessment of physical merchandise.
- Self-taught various programs and management strategies for continued education.
- Writing merchandise copy, intake forms, and contracts.
- Managed merchandise and commission services with various eCommerce solutions.
- Social Media Management, SEO, and promotion.
- Gallery of work available at badcarrotstudios.com

LEAD ARTIST

Mythmakers (2010 - 2014)

- Conceptual designer for the entire fictional world.
- Pencils and Inks for over 250 pages of visual storytelling.
- Responsible for designing promotional materials.
- Worked sales and inventory management at trade shows.

CALL CENTER & CUSTOMER SERVICE REPRESENTATIVE

All Pediatrics (2009 - 2011)

- Screening calls and maintaining phone lines.
- Data entry & customer service.
- Managing appointment schedules for multiple doctors.
- Worked with sensitive patient information.

ADMINISTRATIVE ASSISTANT (TEMP)

Georgia Ports Authority (Sept - Dec 2008)

- Organized Georgia Ports Authority's United Way Campaign maintaining a security clearance for sensitive information.
- Tracked employee's salary, donation, and gift tier information.
- Distributed pledge cards and donation rewards

ADMINISTRATIVE ASSISTANT

Office Team (Temp Agency) 2007 - 2009

- Various Administrative temp jobs with responsibilities ranging from maintaining phone lines, scheduling, greeting clients, inventory, handling mail & distribution, and maintaining office areas.
- Key-holder for various offices while on assignment.

JR. ADMINISTRATIVE ASSISTANT, SUMMER HIRE

Department of Transportation - Washington D.C. (2003 - 2005)

- Administrative assistant duties with security clearance for sensitive information such as screening and directing calls, electronic filing and distribution, and sorting nationwide crash reports for analysis.

EDUCATION

SAVANNAH COLLEGE OF ART & DESIGN

- Bachelor of Fine Arts (BFA) - Sequential Art | Communication Arts (2002 - 2006)
- Master of Fine Arts (MFA) - Sequential Art | Communication Arts (2006 - 2008)