

Emily Ritchie

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WORK EXPERIENCE

MINNEAPOLIS PARK & RECREATION BOARD *WEB ASSISTANT*

2018 - present • Minneapolis, MN

- overseeing & fulfilling all ongoing changes to the MPRB website
- editing content to follow ADA standards
- importing calendar events
- PDF form creation
- client meetings

OFFICE DEPOT *PRINT CENTER SPECIALIST*

2013 - 2018 • Roseville, MN

- creation & critique of graphic designs for print
- operation of print & finishing equipment
- harsh deadline management & multitasking
- new-hire training
- machine & workplace maintenance
- customer service

THE NEW MEME *POP CULTURE ARTIST*

2011 - present • emifail.com

- **DESIGN** // digital illustration for print & web, logo design, advertising (product mockups & photography)
- **WEB** // portfolio & ecommerce product management (SEO, photography, inventory, & advertising)
- **SOLE PROPRIETORSHIP MANAGEMENT** // competitive marketing, finance & travel planning, advertising (at-event & online), trade show booth design & representative, product manufacturing & shipping, supplier communication

NOVUS ARX, LLC *WEBMASTER*

2015 - 2016

- creation & maintenance of website (front-end & back-end)
- sound-balancing audio, podcast creation & hosting
- advertising at local events
- logo & graphic creation

SKILLS

APPLICATIONS

- Adobe Creative Suite (Photoshop, Illustrator, Indesign, Acrobat, etc)
- Microsoft Office Suite (Word, Powerpoint, Excel, etc)
- Sharepoint
- VirtualBox
- Azure
- OBS

WEB & PROGRAMMING

- Wordpress & Woocommerce
- Active Media Manager
- Squarespace
- HTML/CSS, JavaScript, PHP
- FTP, WAMP/LAMP, MySQL & basic database management

OTHER

- creative
- very detail-oriented
- interested in furthering technical skills
- able to multitask & juggle deadlines
- motivated to create new ways of enhancing workflow (personal & group)

PROJECTS

DECKITOUT, LLC *ECOMMERCE ASSISTANT*

2019 • deckthisout.net/store

- product photography & upload

SHOOT YOUR SHOT MEDIA

2018

- logo conception & creation

MCTC *PORTFOLIO SHOW*

2017 • Minneapolis, MN

- logo conception
- event-planning (space rental, catering, invitations)
- theme conception
- set-up & tear-down

SCHOOL

MCTC GRAPHIC DESIGN

2017 • Minneapolis, MN

PRINT MEDIA (A.A.S.) // 2 year program dedicated to learning how to visually communicate & prepare work for printed reproduction of catalogs, brochures, book jackets, advertisements, packaging, etc

WEB & INTERACTIVE MEDIA (A.A.S.) // 2 year program dedicated to understanding visual elements such as type, illustration, graphics, photography, & animation

VOLUNTEER

MN ADOPT

2010 - present • St. Paul, MN

- video editing
- digital asset artist
- social media management
- promotional event design
- general administrative work

WILD PAWS SANCTUARY

2017 • Anoka, MN

- digital illustration & promotional flyer design

ANIMAL HUMANE SOCIETY

2011 • Coon Rapids, MN