

EMILY RITCHIE

ST. PAUL • *email for phone #*

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WORK

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

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

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

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

