



Emma Olds

Oldsemma24@gmail.com
(415) 246-4248

Novato, CA 94945

WWW: <https://www.eophotographyandgraphicdesign.com>

WWW: [linkedin.com/in/emma-olds](https://www.linkedin.com/in/emma-olds)

Professional Summary

Detail-oriented, organized, and meticulous employee with a proven track record of meeting tight deadlines. Thrives in fast-paced environments and consistently delivers high-quality work. Dedicated team player enthusiastic about contributing to company success.

Skills

- Microsoft Suite
- Photography editing: Photoshop, Lightroom
- Canvas
- Analytical skills
- Schedule Management
- Google Workspace
- Responsive Web design: WordPress & Wix
- Social Media Management
- Adaptability

Work History

01/2024 - Current

Event Assistant

Marin Poetry Center, Mill Valley, CA

- Participated in pre-event planning meetings, providing input on event themes and social media strategies for success.
- Provided exceptional customer service to attendees, responding to inquiries or resolving issues professionally, and managing members list.
- Assisted in organizing successful events by collaborating with vendors and suppliers.
- Managed event set-up and tear-down, ensuring timely completion of tasks for seamless transitions.

05/2023 - Current

Webmaster and Social Media Manager

Marin Poetry Center, Mill Valley, CA

- **Lead and Mentor:** Guide social media employee's, and content creators. Help them develop their skills and align their work with the brand's goals.
- **Collaboration:** Work closely with other departments.
- **Performance Evaluation:** Regularly review team members' performance, provide constructive feedback, and set development goals.

- **Strategy Creation:** Develop and oversee digital strategies for web design and social media.
- **Engagement:** Guide the team in actively engaging with followers, handling inquiries, and responding to comments to foster community.
- **Content Optimization:** Coordinate with content creators to ensure website and social media content is optimized for each platform's best practices.
- **Designing:** visual imagery for Marin Poetry Center and ensuring it is branded

11/2022 - Current

Administrative Assistant

Welcome Home SF Real Estate, Novato, CA

- **Client Support:** Organizing office files, both physical and digital, including client files, transaction records, and listing documents.
- **Marketing Support:** Assisting with the preparation and distribution of marketing materials like flyers, mailers, and newsletters.
- **Listing and Transaction Management:** Entering property listings into MLS (Multiple Listing Service) and maintaining them. Tracking transaction progress and ensuring all documents are completed on time.
- **Data Entry and CRM Management:** Managing and updating the company's customer relationship management (CRM) system with client information.

Education

05/2022 **Bachelor of Arts, Graphic Design, *Dominican University of California*, San Rafael, CA**

- Department Honors
- GPA: 4.0

07/2021 **Certificate, User Experience (UX) Design, *Interactive Design Foundation***

05/2019 **Associates of Arts, Art History, *College of Marin***

Recognition And Awards

- Dominican University of California, Highest Honors top 1% of class Cumma Sum Laude, Department Honors: Graphic Design
- College of Marin, All-State Academic Team, Honor Society: Phi Theta Kappa & Alpha Gamma Sigma Lifetime Member