

Emily Priscilla Brown

CREATIVE ARTIST

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Portfolio: emilypriscillabrown.weebly.com

EXPERIENCE

Digital Communications Associate/Administrative Assistant - UMBC

February 2020 to Present

- Manage the Information Systems Department website through WordPress.
- Create social media posts for Facebook and Twitter of department announcements, promotional content and IS faculty/student news.
- Edit promotional videos for the department and Online M.S. in I.S. program using Premiere Pro and uploading to YouTube.
- Craft informational graphics and promotional advertisements for digital and print.
- Perform supportive tasks such as prepare contracts for adjunct faculty, submit textbook adoptions from all faculty members and collect syllabi from faculty.

Social Media Coordinator - Millennial Marketing MD

January 2020 to September 2020

- Curated weekly content to post to social media on behalf of small businesses across Harford County, Maryland.
- Organized and drafted social media posts using Dropbox Paper for review with business owners before posting to social media platforms.
- Scheduled weekly posts on Facebook and Instagram through scheduling platforms such as Hootsuite.
- Engaged with followers by replying to comments and sharing to Instagram stories.

Marketing Associate - The Cruise Web

July 2018 to August 2019

- Managed The Cruise Web's email campaigns and communicated company brands through email marketing.
- Shared brand deals to The Cruise Web's Facebook, Twitter and Pinterest accounts and engaged with potential clients.
- Edited graphics for the website, social media, email marketing and newsletters.
- Wrote blog articles to share cruise industry news using WordPress.

Graphic Artist - M.T.H. Electric Trains

August 2017 to July 2018

- Illustrated graphics and layouts of model trains sold and manufactured by M.T.H. Electric Trains using Adobe Illustrator and CorelDRAW.
- Created instruction manuals for train models and train sets using Adobe InDesign.
- Captured images of train models for instruction manuals.
- Edited photos of model trains for the website and catalogs using Adobe Photoshop.

Communications Coordinator - St. John's Church

April 2017 to August 2017

- Managed and made consistent updates to the church website through WordPress.
- Created content for all of St. John's social media platforms.
- Designed and developed church publications using Adobe Creative Cloud.
- Generated and sent out weekly newsletters and emails through MailChimp to the members of the parish.
- Presented new media ideas to the congregation in commission meetings.

Video Production Intern - US Lacrosse

August 2016 to March 2017

- Recorded, edited and archived video content for the US Lacrosse YouTube channel and social media.
- Met and communicated with clients on various projects and assisted in project management.
- Filmed lacrosse games and events hosted at the USL Headquarters.

EDUCATION

Slippery Rock University, Slippery Rock, PA

Graduated May 2016

Bachelor of Science, Communication:

Digital Media Production

SKILLS

Adobe Photoshop

Adobe Illustrator

HTML

DSLR Cameras

Photography

Email Marketing

Pardot

Social Media

Adobe InDesign

Adobe Premiere Pro

Video Production

Graphic Design

CorelDRAW

WordPress

Content Creation

Digital Marketing

VOLUNTEER WORK

Worked as the Multimedia Reporter for SRU's Newspaper called The Rocket by filming and editing weekly videos for online use.

Promoted the SRU Beatbox Society as the club's Public Relations Executive by posting to the club's social media platforms.

Helped at Storm Harbor Equestrian Center during lessons, summer camps, birthday parties and for team related events.

Filmed and edited videos to promote the SRU and Washington College Equestrian Teams.

Photographed events for the University Program Board Multimedia Relations Committee.

Designed graphics and created videos for high school, college and national wrestling teams in Maryland.