

Kelly Donnelly

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Qualifications:

** Excellent verbal, written, and visual communication skills*

** Proficient in: Microsoft Word, Excel, PowerPoint; Illustrator, Photoshop, Google Docs, and Outlook*

** Expert in: calendar coordination, meeting and event planning*

** Astute administrator of budgets, expenses, and purchasing*

** Proven ability to meet deadlines and juggle multiple tasks*

Experience

Parsons School of Design (1/2012 – 1/2013, NYC)

Administrative Assistant - Provide administrative support to three program directors in the Continuing Education department. Contribute to the annual recruitment drive for the Parsons Scholars Program. Edit program marketing materials. Act as liaison to applicants, maintain applicant database, and schedule interviews. Oversee program purchasing and track expenses. Participate in the planning and execution of department open houses and orientations. Generate reports in Banner to track student enrollment. Organize data for printed course catalogs and web listings. Coordinate mailings.

Jen Kao (9/11, NYC)

Hand Sewer - Hired in preparation for fashion week to hand sew embroidery and crystals for the Jen Kao Ready-to-Wear Spring 2012 collection.

Lindblad Expeditions (2/10 – 7/11, NYC)

Administrative Assistant - Long-term freelance position assisting operations. Coordinated documents production, mailings, and archiving. Edited product sheets and outgoing statements. Prepared marketing materials for web publishing. Administered in-house supply of promotional merchandise. Assisted in the documents division reorganization and the implementation of web-based documents circulation.

Silent House, Inc. (10/10 - 11/10, NYC)

Production Assistant - Assisted the wardrobe department on the film "Silent House" starring Elizabeth Olsen.

The Electric Company (8/10 - 9/10, NYC)

Production Assistant - Assisted the wardrobe department on the second season of this Sesame Workshop television show.

Taylor Hodson Inc. (10/09 - 2/10, NYC)

Administrative Assistant - Temporary assignments in design and travel.

The Standard (5/04 - 9/09, OR)

Administrative Assistant - Assistant to 12 training designers and instructors. Scheduled training sessions, participant enrollment, and maintained employee training records with Learning Partner software. Edited training materials in Word and presentations in PowerPoint. Organized professional development seminars and off-sites. Scheduled and hosted WebEx sessions. Managed the monthly underwriting review process for the Quality Assurance team, tracking assignments and submissions in Excel. Liaison to HR for department hires. Maintained employee distribution lists in Outlook. Administered expenses.

Today's Temporary and Boly Welch (9/03 - 5/04, OR)

Administrative Assistant - Temporary assignments in public relations and finance.

Idea Nuova (3/03 - 8/03, NYC)

Graphic Designer - Created pattern repeats and placement art for tween/junior accessories and clothing in Illustrator. Designed packaging. Originated flat sketches for sell sheets. Generated production specs and planograms.

Fila USA (8/02 - 1/03, NYC)

Graphic Designer - Commissioned as a freelancer to design t-shirt graphics and a subsidiary logo.

Columbia University (9/99 - 3/03, NYC)

New Faculty Coordinator - Coordinated faculty recruitment efforts for the Computer Science Department. Arranged colloquia and travel for applicants and visiting faculty. Maintained applicants' online profiles. Liaison to HR. Assisted faculty with grant proposal submissions. Tracked faculty research budgets and purchasing.

Newspaper Association of America (7/98 - 8/99, NYC)

Administrative Assistant - Assistant coordinator for the ATHENA (Award to Honor Excellence in Newspaper Advertising) competition and awards show. Assisted in the public relations effort promoting the NAA national literacy campaign. Produced marketing materials for sales presentations in PowerPoint.

Progressive Temporary Agency (1/98 - 7/98, NYC)

Administrative Assistant - Temporary assignments in marketing, publishing, and finance.

Waldorf School (9/97 - 12/97, OR)

Teacher's Assistant - Assistant in a kindergarten classroom at an alternative school founded on the teachings of Rudolf Steiner.

Wieden & Kennedy (4/97 - 12/97, OR)

Proofreader - Hired on a freelance basis to proofread, edit, and check facts on advertising copy.

Chel White Films (3/95 - 4/97, OR)

Production Assistant - Freelance assistant on the stop-motion/live-action Ortho Lawn Products commercials and other projects. Coordinated production schedule. Tracked purchasing and expenses. Assistant to the director.

New Line Cinema (6/94 - 2/95, NYC)

Administrative Assistant - Prepared marketing research reports to sell New Line movie packages. Organized company exhibit for the NATPE (National Association for Television Program Executives) trade show.

Lefrak Productions (6/94 - 2/95, NYC)

Story Analyst - Wrote freelance script and book coverages for prospective projects.

United Federation of Teachers (8/90 - 6/94, NYC)

Administrative Assistant - Assistant to six public relations writers. Assisted in the production of UFT television and print advertising. Acted as liaison to printing and graphics in the production of union newsletters and brochures. Assembled education related media clippings.

Education:

State University of New York at Binghamton

Bachelor of Arts, Cinema