



# Emily Thornberg

Los Angeles, CA

949-412-8290 / emilymthornberg@gmail.com / [www.linkedin.com/in/emilythornberg](http://www.linkedin.com/in/emilythornberg)

## Key Qualifications

Highly organized, creative and detail-oriented individual with experience in:

- Photoshop/Illustrator/InDesign
- Microsoft Office
- Social Media Marketing
- Visual & Merchandise Presentation
- Event Design & Production
- Trend Analysis

## Education

### FIDM/Fashion Institute of Design & Merchandising, Los Angeles, CA

March 2014

Associate of Arts Degree: Visual Communications

- Marketing & Brand Development
- Design for Social Media Branding
- Entertainment & Fashion PR
- Effective Speaking
- Layout & Design
- World Art

## Experience

### Vitalic Noise, Los Angeles, CA

#### Day to Day Manager

August 2018 - Present

- Develop and maintain contact lists, agendas, meeting scheduling, routine communication and coordinate all business support activities
- Travel planning and coordination including reservations, itinerary planning, daily worksheets
- Pitch artists/influencers to various brands for partnerships

### Mayer Hawthorne, Los Angeles, CA

#### Personal Assistant

January 2018 - July 2018

- Scheduling and calendar management
- Help prepare all aspects of shows and touring
- Work as liasion between Artist and Management
- Upload bi-weekly Spotify playlists/vinyl cataloguing

### Sysphus Corporation, Los Angeles, CA

January 2017 - January 2018

#### Executive Assistant

- Assisted A-list celebrity Jared Leto in all aspects of his life
- Maintained an evolving diverse schedule
- Managed Social Media for band 30 Seconds to Mars across all platforms including touring and high profile events

### Tunnell Fashions, Inc., Los Angeles, CA

August 2015 - March 2017

#### Showroom Assistant

- Organize samples in showroom by month, category, and style
- Assist in buyer meetings
- Answer phones and schedule appointments
- Update spreadsheets to track purchase orders, samples out, contacts, and more
- Revise and update purchase orders
- Pack and ship samples to various buyers

### Digital Brand Architects, Los Angeles, CA

August 2014 - December 2014

#### Intern, Management Division

- Working closely with managers in Fashion and Lifestyle talent to assist with all necessary tasks
- Using services including Adobe Acrobat Pro, Quickbase, Google Analytics, and more
- Scheduling meetings, flights and calls for managers
- Media monitoring
- Creating one sheets weekly for roster of talent

### Velvet by Graham & Spencer, Los Angeles, CA

February 2014 - August 2015

#### Public Relations Intern

- Determining and organizing celebrity gifting and product placement with use of Cision
- Monitoring press for product spottings
- Assisting in planning events, photoshoots, & performing outreach

### Helmut Lang, Los Angeles, CA

July 2014 - July 2015

#### Key Holder

- Commission based sales associate
- Focusing personal business on elite clienteling