

EMILY FRANK

PM & Designer

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I thrive under tight deadlines and actively seek out new challenges and responsibility, while consistently providing reliable support and effective communication. I take great pride in using my attributes and background to make others' jobs easier and the collective work of my teams better.

EXPERIENCE

Sagmeister & Walsh
New York, NY

Studio Manager & Junior Project Manager
12.2016–8.2017

- * Managed studio-initiated projects including Ladies, Wine & Design, Pins Won't Save the World, and Let's Talk About Mental Health
- * Assisted producer with client projects including Milly, Frooti Fizz, and the New York Times Magazine
- * Liaised with the IT team and accountant to manage the studio
- * Supervised the production intern
- * Coordinated with conference organizers to book travel for art director

Production Assistant

9.2016–11.2016

- * Produced and managed the not-for-profit online store Pins Won't Save the World, which features pins, tees, stickers and more
- * Configured the Shopify e-commerce platform and sourced the merch through a variety of manufacturers
- * Managed the fulfillment and customer service team
- * Tracked expenses and managed donations to a series of nonprofits
- * Contributed five designs used on a variety of merch

Production Intern

5.2016–8.2016

- * Responsible for prop-sourcing for various photo projects and clients
- * Tracked project and studio expenses
- * Assisted in launching dozens of chapters of Ladies, Wine & Design, a global mentorship program for female creatives
- * Managed content and social media for Let's Talk About Mental Health

EDUCATION

Parsons School of Design
New York, NY

AAS Graphic Design
9.2015–12.2017

Named to the Dean's List Fall 2015, Spring 2016, Fall 2016 & Spring 2017

University of Sussex
Brighton, UK

BA Anthropology & History
9.2011–5.2014

Graduated with First Class Honors. Focused on American & Islamic history, human rights, and the anthropology of power and religion

TRAVEL

Six-Fours-les-Plages
Côte-D'Azur, France

Au Pair
1.2015–7.2015

Achieved conversational fluency in French

SKILLS

InDesign, Illustrator, Photoshop, MS Office, GSuite, Wordpress, Shopify, Social Media Management, HTML, CSS