

Harlee Mollenkopf

738 Alcatraz Ave #1
Oakland, CA 94609

harleemollenkopf@gmail.com
harleemollenkopf.com

Education **M.F.A. in Studio Art, 2019**

MILLS COLLEGE

Honors: GPA: 4.0

B.A. in Studio Art, 2017

KENYON COLLEGE

Honors: Summa Cum Laude, Departmental Distinction, GPA: 3.9

Experience **Junior Designer/Creative Assistant, Partners & Spade March 2021 - Present** *Partners & Spade is a branding agency headed by Andy Spade.*

- Digital strategy in support to Managing Director and Creative Team
- Design mock-ups for print and digital assets
- Conceptualize and design decks
- Webpage design and email design for clients
- Management of file libraries and other operational tasks

Manager, Book/Shop June 2020 - Present

Book/Shop is a design-minded concept shop offering objects, events, and experiences related to books and the reading experience.

- Design email communications and e-comm site (shopbookshop.com)
- Launch web products from photography to copy writing
- Retail merchandising and exhibition installation
- Manage retail operations

Gallery Assistant, Modernism Inc. June 2019 - June 2020

Modernism Inc. is a modern and contemporary art gallery.

- Photograph exhibitions and artwork to produce high-res visuals
- Design email announcements
- Produce video content for social media

Photography Teaching Assistant, Mills College August 2018 - June 2019

Curatorial Associate, Graham Gund Gallery September 2015 - May 2017

Critical Writing Intern, Roy G Biv Gallery May 2016 - August 2016

Skills Visual branding · Digital marketing · Webpage design · Email design · Graphic layouts Photography · Photo editing · Fabrication · Exhibition design

Software Photoshop · InDesign · Illustrator · Premiere Pro · Figma Shopify · Wordpress · Klaviyo · Mailchimp

Misc. Volunteer, Global Gallery - Email Design Volunteer, Fair Fields Farm - Visual Branding AICUO Award for Excellence in the Visual Arts Grand Prize, 2017 Academic All-American in Women's Cross Country at Kenyon College