

# Ann-Therese Greaves

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## Education and Training

**A.A., Audio Video Media Production**, Howard Community College, Columbia, Maryland. Expected May 2021. Electronic media program focused on story development, hands-on creative digital production, and media writing.

**Digital Marketing Certificate**, Howard Community College, Columbia, Maryland (2019). Courses covered the essentials of eMarketing: improving email promotions, increasing website traffic, and learning online advertising techniques.

## Work Experience

**Social Media Manager, "A Podcast About Nothing" (January 2019–June 2019)**: Created video and photo assets daily to post on the podcast's Instagram page; wrote captions for each post. Filmed and edited behind-the-scenes video of a photoshoot for the account. Produced, wrote, and guest-hosted episode on mental health awareness. Organized and created posts to advertise paid sponsorships, discounts, and sponsored product giveaways. Link to page: [www.instagram.com/apodcastabout](http://www.instagram.com/apodcastabout)

**Freelance Graphic Design Work (November 2019–)**: Worked with an IT consulting and business management company to create various assets the company commissioned, including business card designs, graphics for presentations, capability statements, and graphics for the company website.

**Tutor (2018–Present)**: Tutored middle school student in science, english, math, and social studies weekly, and helped with projects and essays as well as increasing reading comprehension.

**Child and Pet Care Provider (2015–Present)**: Provide childcare for children from 1 to 12 years old for up to a week at a time. Cook meals, help with homework, ensure children get to and from school, organize and lead fun and creative activities, and take them to doctor's appointments. Exercise, feed, play with, groom, and care for dogs and cats while their owners are away.

**Strategy Planner and Community and Outreach Manager, BTS Global Fan Voting Project (May 2017)**: Co-created Voter Project Plan to galvanize fan community and increase votes for K-Pop band "BTS" for Billboard Music Awards "Top Social Artist" category for 2017. Designed, wrote, produced and disseminated infographics outlining plan. Directed outreach to larger social media fan accounts to garner and increase attention and support for the project. Co-led Twitter account dedicated to the project.

## Selected Volunteer Experience

**St. Matthew's United Methodist Church, Bowie, Maryland (Selected, 2005–Present)**: Acolyte (2008–Present) Greeter (2013–Present) Youth Worship Service Organizer and Speaker (2009–2017): With several other youths, planned and led worship service (including writing prayers, selecting hymns, leading worship, writing and delivering sermons).

**Appalachia Service Project, Central Appalachia (Summers 2014, 2016, 2017)**: Carpentry, roofing, flooring, painting, and drainage projects for construction and renovation mission.

**CROP Hunger Walk, Bowie, Maryland (2010–2017)**: Youth Representative for St. Matthew's United Methodist Church, Bowie, Maryland. Led recruitment and fundraising effort for church youth.

**ERHS Eco-Temp Project Team (Spring 2016)**: Month-long beautification project at Eleanor Roosevelt High School, Greenbelt, Maryland. Designed and painted murals promoting environmentally conscious themes on exterior temporary classroom structures.

## Skills

- ☐ Organizational Skills, Problem Solving Skills, Conflict Management Skills, Detail-oriented, Service-minded
- ☐ MS Office, iMovie, Final Cut Pro X, Davinci Resolve, Adobe Premiere, Adobe After Effects, Adobe Photoshop, Gravit Designer
- ☐ Social Media Management (Instagram, Twitter), Analytics Tracking (Google Trends, Next Big Sound, Spotify)
- ☐ Mixed Media Art (Watercolor, Screen printing, Acrylic, Pencil and Ink), Sculpture
- ☐ Music Performance and Arrangement, Familiarity with Logic Pro X
- ☐ Video Shooting/Editing and Photography