

# STEPHANIE SCHILLER

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## EDUCATION

**Alfred University** | Alfred, NY

**Bachelor of Fine Arts, Minor in Marketing**

3.82 GPA, Magna Cum Laude, Deans List, Phi Kappa Phi Honors Society

Presidential Scholarship and Clara Katherine Nelson Art Scholarship recipient

## PROFESSIONAL EXPERIENCE

**Eastern Consolidated: Commercial Real Estate Investment Services** | New York, NY

**Administrative & Marketing Assistant** | October 2012- Present

- .Organize and manage client marketing lists ranging from 500 to upwards of 10,000 contacts in Ascendix CRM
- .Work directly with Communications Director to create and design marketing materials for new and existing properties
- .Selected as the winner of the company-wide marketing re-design competition
- .Provide troubleshooting and comprehensive database and procedure training to new and existing brokers
- .Regularly design, schedule, organize, and track email marketing campaigns for exclusively listed properties
- .Plan, implement, and run quarterly company-wide team building exercises promoting communication and comradery

**Flair 360 D.B.A. Sugar & Vine: Fashion Accessories for the Young Girl** | New York, NY

**Marketing & Sales Associate** | May 2011- October 2012

- .Regularly generated leads and consistently increased sales through managing over 350 accounts across the country
- .Oversaw web design and copywriting, created web buttons to increase usability and advertise monthly promotions
- .Assisted in scheduling, designing, assembling, and attending trade shows in Dallas, Atlanta, New York, and Las Vegas
- .Trained and cultivated relationships with road representatives, insured consistency in product delivery and display
- .Managed info@ inbox, handled all inquiries, provided customer service, and created seasonal promotions

**University Relations: Alfred University Fundraising Department** | Alfred, NY

**Manager** | December 2008- December 2010

**(Student Development Associate | August- December 2008)**

- .Helped coordinate and aided team in raising over \$1.4 million; spoke directly with individual platinum donors
- .Regularly recruited, trained, and managed 60-75 student associates per semester

## FREELANCE & ACTIVITIES

**Alphabet City Dolly Film Festival** | Marketing Manager | December 2010- May 2011

**Pure T Maternity Clothing** | Executive Assistant to the CEO | June 2010- February 2011

New York City & Brooklyn Half Marathons, 2014 | Completed and independently raised over \$1,600 for Team For Kids  
AU Pride Senior Class Gift Chief, 2009-2010 | Rallied support and funding to erect the new university campus sign  
Student Activities Board, Publicity Chair, 2009 | Rebranded club image through new t-shirt and swag designs  
AIGA Design Association Senate Representative, 2009 | Organized and won funding for club trip to Typecon, Atlanta

## SKILLS & INTERESTS

- .Proficient on Mac and PC Platforms: Adobe Photoshop, InDesign, Illustrator, MS Office, Outlook, and Ascendix CRM
- .Extensive knowledge of print design and layout, visual vocabulary, branding and identity
- .Strong written and organizational skills, creative thinking and flexibility, able to work independently and in teams
- .Excellent interpersonal and customer service skills with high attention to detail and commitment to quality
- .Excel in fast-paced environments, quickly adapt to unanticipated situations, and able to multitask well
- .Painting, People Watching, Running, Drawing, Swimming, Exploring, and Laughing
- .Intermediate Spanish and beginner Hebrew