

A Dog Named Phin

Mary Flagg Lewis

301.448.6486

Seeking a position that will allow me to utilize my proven interpersonal, organizational, creative and management skills

Education

University of Maryland-University College

Graphic Communication:Marketing,
Bachelors of Arts Degree–Dec.2017

Academy of Art University

Fashion Journalism:Social Media
Associates Degree–Dec.2011

Skills

Graphic Design



Adobe Illustrator



Adobe Photoshop



Adobe InDesign



Customer Service



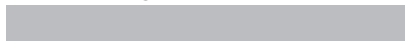
Solution Based Problem Solving



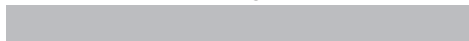
Retail Merchandising



Visual Design



Visual Merchandising



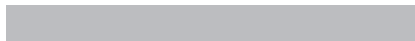
Social Media Marketing



Blogging



Microsoft Office



Experience

Event Coordinator, NOAH's Event Venue
Cranberry Township,PA - Oct 2017 - Present

Achieves financial goals by managing the sales pipeline averaging \$80,000 in sales per month. Generates social content for Noah's of Cranberry building page. Creates logistical plans for weddings, special events and corporate conventions as well as oversees partnering businesses to promote marketing within corporate standards.

Activities Coordinator, The Tides Inn
Irvington,VA - March 2017 - September 2017

Designs, creates, organizes, manages and facilitates all resort activities and group team building events to appeal to a wide variety of personalities and ages in order to enhance the guest experience.

Wine Sales Representative, Grape Creek Vineyard
Georgetown,TX - Sept 2016 - Jan 2017

Conducts Daily tastings for vineyard guests and club members, Educates vineyard guests on vineyards wines and history, Aims to meet a monthly quota of wine sales, operates NapaSales(VinSuite) point of sale system, creates visual design for merchandise, calculates ending inventory daily, performs closing duties as assigned.

Campaign Manager, Highland Presents, Inc.
Austin,TX - Feb 2016 - July 2016

Oversees and manages an entire client, runs events to create brand awareness for clients in our portfolio, trains and mentors a team of 5-8 individuals, handles recruitment and provides effective customer service through solution based problem solving

Web Design&Marketing Manager, Tri-State Surgical Assistants LLC
Rockville,MD - Dec 2013 - Feb 2016

Designing and Maintaining the company website and email, Using Social Media platforms to raise awareness about the company, Plans and Coordinates company events, Photographs company events, Monitors company email, Performs Administrative tasks, Claims data entry.