

REBECCA NORTHUP

Graphic Design, Creative Marketing, Visual Artist

CONTACT

(626) 644-1614



rebeccaruthnorthup@gmail.com



Los Angeles, CA



<https://linkedin.com/in/rebecca-northup/>



rebeccanorthup.com

EDUCATION

September 2017–June 2021

Bachelor Of Arts In Visual Arts and Literature,

Graduated Cum Laude with honors and a double major
University of California – Santa Cruz

PERSONAL

ACHIEVEMENTS

- Poetry published in Feminist Writes Zine and Superpresent Mag (2022)
- Received a grant for personal art project about environmentalism (2020)
- Self published 4 poetry compilations (2017-2020)
- Eogen Visual Arts Award (2017)

SKILLS

- Adobe Suite
- Microsoft Office, Outlook
- Graphic Design
- Visual Arts
- Team leader
- Creative problem solver
- Spanish (Intermediate)
- Schedule Management
- Writing

PROFILE

I am currently working as a Production Artist/Assistant with 4+ years of experience working as a graphics artist (marketing and for freelance projects), managing calendars, preparing presentations, organizing, and 2+ years of administrative work, office duties, maintaining travel itineraries, and assistant management to a team of people. Possess a B.A. with a double major in Visual Art and Literature, expertise in Photoshop, Microsoft Excel, Word, Illustrator, and Procreate.

PROFESSIONAL EXPERIENCE

Production Artist/Production Assistant/Admin Assistant

May 2022 – Present

The Refinery Creative — Los Angeles, CA

- Completion of Art Direction training making Key Art, retouching, recoloring and general Photoshop expertise
- Completion of Junior Art Direction training
- Create client-facing presentations for Key Art and Marketing Materials
- Masking out images in Adobe Photoshop
- Assist with photoshoots, calendars, administrative tasks, and client gifting/birthday management
- Assist with organizing internal culture events
- Design internal marketing materials including invitations, informational flyers, company greeting cards, and internal communications

Freelance Graphic Designer

Present

Los Angeles, CA

- I have worked with numerous clients producing both hand-drawn digital illustrations, posters, and type-based assets
- I have created infographics, posters, album covers, merch designs, as well as logos
- I run an Etsy shop out of which I sell stickers of original illustrations
- With my visual arts degree, I am capable of creating visuals both digitally as well as hand-painted, drawn, or sculpturally

Administrative Assistant

July 2021 – May 2022

Hill Flight Support, LLC — Los Angeles, CA

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and contract managers
- Design all marketing materials including brochures, posters, trade-show booths, and merchandise
- Developed new organizational practices, saving the company \$600+/quarter in lost inventory sales
- Maintain utmost discretion when dealing with sensitive topics, salaries, financials, etc.
- Answer phones, make deliveries, order lunches, keep the office well stocked. Purchased and maintained office supplies inventories, and always carefully adhered to budgeting practices