

REBECCA NORTHUP

Graphic Design, Creative Marketing, Visual Artist

CONTACT

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Los Angeles, CA



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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/Operations Assistant

May 2022 – Present

The Refinery Creative — Los Angeles, CA

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

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

Creative Marketing Intern

August 2020–December 2020

Wild Chicken Company — Los Angeles, CA

- Proposed several social media campaigns for products.
- Created social media tile graphics for promotional purposes using Adobe Templates
- Ran a creative contest for the company, drawing traffic to their social media pages
- Copywriting for social media
- Worked with a team of other interns to come up with creative marketing ideas