

REBECCA NORTHUP

Administrative Assistant, Creative Marketer, Visual Artist, Published Poet

CONTACT

(626) 644-1614



rebeccaruthnorthup@gmail.com



Los Angeles, CA



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



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

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

SKILLS

- Microsoft Office, Outlook
- WordPress
- Adobe Photoshop, Illustrator
- Visual Arts
- Team leader
- Creative problem solver
- Spanish (Intermediate)
- Schedule Management
- Writing

PROFILE

I am currently working as an Administrative Assistant with 4+ years of experience working as a graphics artist (marketing and for personal 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 Microsoft Excel, Word, Illustrator, and Procreate.

PROFESSIONAL EXPERIENCE

Administrative Assistant

July 2021 – Present

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.
- Coordinated an entire industrial move from start to finish.
- Developed new organizational practices, saving the company \$600+/quarter in lost inventory sales.
- Maintain utmost discretion when dealing with sensitive topics, salaries, financials, etc.
- Complete data entry for contract managers to streamline their sales and purchase orders.
- Answer phones, make deliveries, order lunches, keep the office well stocked. Purchased and maintained office supplies inventories, and always carefully adhered to budgeting practices.

Editing Intern (Journalism)

December 2020 – March 2021

Love What Matters — New York, NY

- Built, edited, curated, and published stories across all Love What Matters platforms.
- Scoured social media platforms for talent and contributors to find relevant and exciting content for the magazine.
- Helped build a brand identity by being a “voice” for the brand when reaching out to potential contributors.
- Built stories in WordPress, grew comfortable with the platform.
- Worked directly with the Editor In Chief to familiarize myself with the pace and know-how of modern journalism.

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.
- 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.