

CHLOE COLLINS

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SUMMARY

Detail-oriented and adaptable professional with over a decade of experience in fostering client relationships and delivering streamlined solutions. Proficient in creative direction and design, with a passion for storytelling. Eager to leverage organizational skills and exceptional communication abilities to provide top-notch administrative support in a dynamic and diverse environment.

SKILLS AND ATTRIBUTES

- Google Suite / Microsoft Office
- Adobe Creative Suite
- Photography and Videography
- Copywriting and editing
- Lifecycle Tracking
- Calendar / email management
- Process improvement & implementation
- Highly organized
- Time management skills
- Thrive in a fast paced environment without getting flustered
- Flexibility to handle unexpected challenges and changing priorities seamlessly
- Polished and professional demeanor
- Excellent written and verbal communication
- Ability to multitask and prioritize competing assignments

RELEVANT EXPERIENCE

Freelance Creative Consultant – *Brand and Marketing* 4/2022 - Present

- Audit websites to enhance user experience, craft social media strategies, and design compelling graphics for marketing objectives in alignment with client needs and industry trends.

Thanks For Visiting (Vacation Rental Mastermind) – *Community Manager / Executive Assistant* 6/2022 - 4/2023

- Orchestrated nationwide Zoom calls to enhance collaboration, devised and executed strategies for online engagement with top customers, and produced compelling branded graphics and video content. Established effective correspondence with industry leaders, fostering valuable connections and partnerships.

Arise MD – Business Operations Consultant
9/2021 - 12/2021

- Managed functional medicine practice alongside an online supplement store, overseeing all departments and implementing corporate policies. Led Electronic Health Records, communications, and patient relations. Conducted comprehensive website audit and executed successful rebrand proposal.

Freelance Filmmaker – Videographer
9/2015 - 9/2020

- Delved into the essence of clients' brands and visions, crafting comprehensive production strategies and delivering high-quality footage. Applied organizational skills to prepare business plans, timetables, and budgets, ensuring holistic project management.

The University Of Wisconsin, Milwaukee – Campus Ambassador / Orientation Leader
6/2016 - 6/2017

- Fostered relationships with prospective students, faculty, and alumni. Managed communication channels, facilitated appointments, and engaged in outreach efforts.

EDUCATION

The University of Wisconsin, Milwaukee (2015 - 2018)

Bachelor of Fine Arts - Film

Relevant Coursework: Journalism, Advertising and Marketing, Photography and Digital Media Studies
GPA 3.67 - Dean's List

ADDITIONAL CERTIFICATIONS

- Washington State Life and Disability Insurance License (2023)
- Licensed in California, Georgia, Alabama, Wisconsin, Minnesota

AFFILIATIONS

Film Advisor for the Black and Gold Committee (2016, 2017)

MHS Production Club President (2014, 2015)

Middleton High School - Link Crew Leader (2014, 2015)

Youth Frontiers Convention Leader (2014, 2015)