

Stephanie Pelski

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WORK EXPERIENCE

MOT Designs, New York, NY

May 2022 – June 2024

Creative Marketing/Production Coordinator

- Extensive prep/onsite coordination for brand activations, premieres, experiential events, commercials, photoshoots
- Collaborated directly with producers, vendors, & creative agencies; provided support to cross-functional teams
- Developed run-of-shows, coordinated logistics, and managed budgets of up to \$100,000
- Researched & sourced vendors/materials/venues nationally and throughout tri-state area
- Created mood boards, design decks, & production treatments for event proposals and client presentations

The Martin Household, Winter Park, FL

December 2020 – October 2021

House Manager/Personal Assistant

- Supervised household staff & managed daily vendor shipments & deliveries for employer's interior design firm

Bold TV, New York, NY

October 2018 – September 2019

Social Media & Production Intern

- Assisted with full scope of production (i.e., booking talent, creating show rundowns, pitching segments, preparing interview questions, and writing & copy-editing scripts)
- Acted as talent handler & day-of assistant to high-profile guests for interviews, segments & live shows
- Compiled extensive media contacts lists through research, outreach & pitches

ScottRasmussen.com, New York, NY

October 2018 – September 2019

Communications Assistant

- Tracked, organized, distributed media alerts & press coverage for veteran political analyst
- Interfaced with producers, politicians, and internal stakeholders; provided support to cross-functional teams
- Implemented organized filing system for media archives & branding assets

The Storage Group, Remote

May 2018 – October 2018

Marketing Specialist

- Managed development of all marketing campaigns & promotional materials (i.e., one sheets, collateral, program decks)
- Drafted communications/copywriting for press releases, websites, newsletters, & case studies
- Created monthly blog posts & managed social media channels for 20+ clients
- Established best practices for SEO content within B2B & B2C markets

HBO, New York, NY

March 2018 – April 2018

Front Desk Assistant, Human Resources (Contract)

- Arranged, scheduled, and updated appointments for recruiter interviews
- Managed multi-phone lines and routing to HBO department personnel

EDUCATION

The King's College, New York, NY

August 2014 – May 2018

B.A. Media, Culture and the Arts | Minor: Business Administration

- Study Abroad Program in Paris
- President – *The House of Susan B. Anthony*

SKILLS

Proficiency: Project Management, Live Event Execution, Brand Strategy, Logistics, Research, Vendor Management, Budget Management, Social Media Analytics, Content Creation, SEO, Web Design & Basic Coding

Technical: Microsoft Office (Word/Excel/PowerPoint), Google Suite, Mac (Keynote), CMS (WordPress, Squarespace, Wix), Splash, Canva, TVEyes, Hootsuite, Later, Mailchimp

PERSONAL

International Travel – Ireland, England, Germany, Czechia, Poland

September 2019 – April 2020

- Independent travel involving budgeting, planning and extensive problem solving