

Elizabeth Vikhrenko

Experienced project manager and administrator

EXPERIENCE

r3space, Brooklyn, NY – Program Director

October 2017 - Present

- Managed staff and operations of a technology-based after school program and camp
- Identified safety hazards and unsafe practices
- Developed standardized operational procedures
- Directly reported and interacted with parents in discussing child's assessment
- Coordinated off-site trips to various locations while ensuring the fun and safety of all participants.
- Designed, coordinated and programmed themes and activities for children in an after school setting and summer program
- Assessed property and maintenance needs
- Created, organizing, promoted, and managed events
- Trained staff, interviewed and hired interns and instructors

Pixel Academy, Brooklyn, NY – Location Manager, Youth Coordinator

October 2014 - June 2017

- Guided staff to be professional with their teaching style
- Fostered a safe and fun environment for 500 campers
- Planned, coordinated, implemented and evaluate marketing events and communication strategies with parents and campers
- Created curriculum and teaching youth ages 7-17
- Organized, implemented, and directed the planning of social, recreational, and curricular programs for summer camp activities
- Designed and maintained uniform location esthetics

Midlite, Fall River, MA – Graphic Designer, Junior Marketing Manager

May 2014 - September 2014

- Produced, edited, and proofed copy for marketing communications consisting of catalogs, direct mail, email, marketing collateral, sales aids, and website content
- Partnered with management to develop annual marketing plans and implemented marketing initiatives to increase market share
- Maintained the budget for the sales department as it related to consumer events and ongoing consumer and business-to-business marketing
- Designed product packaging, marking materials for digital and print
- Communicated with distributors
- Assisted with event planning, including associated travel and logistical arrangements.
- Organized product packaging production

West View Nursing and Rehabilitation Center, Warwick, RI – *Administrative Assistant*

January 2013 - May 2014

- Produced internal and customer-facing video and print marketing collateral
- Prepared employee badges, passes, and identification cards, and perform other security-related duties
- Arranged domestic shipments
- Composed documents and organized office to increase efficiency
- Interacted professionally and communicated effectively with all staff
- Compiled and prepared reports and documents pertaining to personnel activities
- Maintained schedules and organizing meetings

Nathaniel and Associates, Providence, RI – *Sales Consultant*

March 2012 - January 2013

- Generated new clientele for outsourced marketing firms
- Coached new employees on how to recognize and approach prospective customers
- Identified up-sell opportunities to drive additional revenues
- Assisted with securing sales, and overcoming customer objections
- Maintained and developed relationships for existing and corporate accounts within territory
- Tracked and reported on all sales activity

Martin, Patrick, and Evan, New York, NY – *Lead Designer*

June 2011 - February 2012

- Worked directly with interior designers to design custom carpets
- Created promotional materials
- Designed to scale textile designs to use for manufacturing
- Communicated with manufacturers
- Created conceptual designs for print and digital media

EDUCATION

Long Island University, Brooklyn, NY – *MA. Graphic Design*

January 2015 - May 2017

With a concentration in project management & business branding

Long Island University, Brooklyn, NY – *BFA. Fine Art*

September 2007 - May 2011

Minor in psychology

SKILLS

OSHA Training, Electronic EMR, Adobe Suits, Microsoft Office, PeopleSoft, Knowledge of ACRE labor agreements, AutoCAD, Blender, Unity