

EMILY CARRIER

illustration, business, customer service



Professional Experience

Senior Assistant Director of Enrollment at SCAD
Savannah, GA

October 2018-
present

- Guides applicants through the enrollment process by implementing written and verbal communication to counsel students on financial aid, scholarships, and other admission related topics.
- Provides superior customer service to students, parents, and educators in a timely fashion by using various forms of communication to ensure understanding of processes and ease anxiety.
- Organizes and manages multiple projects and reports simultaneously on a regular basis, including those set forth by managers as well as self-implemented research to better the effectiveness of department goals.
- Manages employee training for new recruits and offers continuous advice, guidance, and mentorship on duties and best practices.
- Leads presentations to prospective students about the college for purposes of recruitment, as well as presentations self-created to enhance the knowledge of the admission team to further reach department goals.

Emily Carrier Illustrations -
Savannah, GA

June 2016-present

- Pursues clients for illustration business and maintains sufficient contact and communication to ensure products meet and exceed expectations.
- Creates concepts and sketches for clients' projects, providing guidance on composition, color theory, and execution which are used to illustrate the final piece.
- Maintains product design, website development, photography, social media presence, packaging, shipping, and customer service for online shop.
- Clients include children's book companies (Moontree Books and Written Sand Books - references available upon request).

Art Teacher at Amelia Art Studio-
Amelia Island, FL

April 2018-Sept 2018

- Assisted in teaching young artists ages 3-13 in various artistic mediums, instructing students on principles and elements of art, art history, and technique.
- Guided students to make creative choices and work on problem solving skills to implement in final projects.



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Education

Savannah College of Art and
Design (SCAD)

B.F.A. Illustration June 2016

Skills

Professional

Organization
Communication
Customer Service
Public Speaking
Leadership
Team Building

Digital/Software

Salesforce
Zoom
Outlook
Banner
Concur
Microsoft Word
Microsoft PowerPoint
Microsoft Excel
Photoshop

Artistic

Art History
Watercolor
Pen and Ink
Graphite