

RESUMÉ — KIRSTEN JUDSON

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EXPERIENCE

Don Mischer Productions, Los Angeles — May 2015–Present
Position — Assistant to the President & Digital Development Manager

Liason between President/CEO Don Mischer and all aspects of production
Manage all social media accounts
Liaise internally and externally as necessary with all levels of production, clients and business associates with heavy emphasis on networks to create effective social media strategies.
Manager of all office operations, maintains schedule, calendar administrator
Project management whereby creative and organizational input needed
Develop press releases, script coverage & research
Documentation, organizing, and storing: physical & digital

Credits: 67th & 68th Emmy Awards, The National Museum of African American History & Culture Official Dedication, Taking The Stage: African American Music & Stories that Changed America, Rock The Troops, The Breakthrough Prize (2016, 2017), Jazz Day at The White House, Taraji & Terrence's White Hot Holidays, NBA Players' Awards

Contributing Writer — April 2015–Present
Publications — Whalebone Media, NY Observer, LiveFast Magazine, Rogue Magazine, Taste Talks, C-Heads Magazine

Execute original article ideas and assist with story development

Dick Clark Productions, Los Angeles — October 2014–May 2015
Position — Social Media Coordinator

Copywriter for social media initiatives
Developed advertorial social media campaigns using Twitter Amplify program and Instagram

Credits: Hollywood Film Awards, American Music Awards, American Country Countdown Awards, Billboard Music Awards

Love Adorned, New York — June 2014–October 2014
Position — Assistant/Sales Lead

Assisted in merchandising and curation of retail space
Oversaw and developed custom jewelry orders
Categorized/logged invoices and maintained organized office space

Guest of a Guest LLC, New York — April 2013–Sept. 2014
Position — Editor/Event Manager/Reporter

Created relevant blog content for an average daily readership of 10K
Developed and operated social media marketing campaigns
Maintained a level of heavy traffic and secured frequent sponsored posts by vendors
Managed a team of seven interns

EDUCATION

Emerson College, Boston, MA,
Class of 2013 — B.S. Communication
Studies with Honors
Minor — Visual Studies & the Arts

Completed semester abroad in Brussels, Belgium, direct enrollment in courses at Vesalius College

SKILLS

Language —
Spanish

Visual Media Development
Public Speaking
Fundraising, Leadership
New Media
Still and Motion Photography

Technical —
Microsoft Office
Retail Pro Software
iOS
Wordpress
Phone & Email etiquette

Communication —
social media strategy
exceptional in customer service
client satisfaction
interpersonal communication
organizational skills
detail oriented
efficient in high volume and
rolling calls
voracious and efficient reader