

Karly DeWees

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Management Experience

Brand Coordinator
Science and Memory: Environmental Research
Cordova, Alaska // June 2016 - Jan. 2017

- Created content calendars to assign daily projects and photo assignments to 10+ team members
- Produced a new website for the project: <http://scienceandmemory.uoregon.edu>
- Contributed and managed the production of articles, data, blogs, and photography for social platforms

Project Manager + Graphic Design Intern
UOSOJC // July 2016 - January 2017

- Produced and photographed 40+ photo shoots with new faculty, staff, and students
- Spearheaded the organization of over 3 years worth of creative assets
- Concepted and designed weekly content for social platforms
- Collaborated with the Director of Communication, Creative Manager, Events Manager, and Writer/Editor to effectively complete a high volume of weekly projects

Project Manager
UOSOJC // March 2015 - June 2016

- Managed and organized quarterly course calendars for over 200 classes, 60+ professors, 5 digital labs
- Billing lead: Tracked + budgeted weekly SOJC expenses; Summarized quarterly financial reports

Education

University of Oregon, 2016
B.S. Journalism and Communication: Advertising

Advertising and Honors

SOJC Honors Thesis - "How Gender Plays a Role in Combat Coverage"

Career

Freelance Content Manager
INFINITI Global
Crispin Porter + Bogusky (LA) // April 2017 - Present

- Presented a client-facing competitive office management software analysis to ensure a more efficient workspace
** Led to purchase and company-wide implementation*
- Learned new DAM platform to better assist management of global content distribution and standardization of process (TV request + approval)
- Facilitate the acquisition of global creative from 9+ agencies for internal executive weekly review to ensure brand identity is maintained globally
- Spearheaded creation of Social Tracker and maintain Global Usage Tracker that houses usage renewals for KVs, music, and talent across 7 car models and 3 social platforms

Previous:

Freelance Content Coordinator
INFINITI Global
Crispin Porter + Bogusky (LA) // March 2017 - April 2017

- Provide ongoing administrative support to all team members on the Account team
- Assist with day-to-day tasks: meeting management and scheduling, travel requests, and finance
- Support CMs in specific client or campaign requests

Skills

- Getting shit done
- Problem-solving
- Photography
- Creating schedules + timelines
- Wrangling of people
- Finishing a book in a day

Tools

- Adobe Suite
- Google Suite
- Microsoft Suite
- Smartsheet
- Keynote
- HTML + Python + Java script
- Nikon D7100