



# ZOE OTEY

FREELANCER

## CONTACT

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## WORK EXPERIENCE

### ENTREPRENEUR

*SELF | Jan 2019-Present*

This section is added as an all-encompassing area for everything I've been building and working on for 3+ years. I have a growing business writing crochet patterns and providing other digital goods as well as content creation and brand partnerships (including The Woobles, ThirdLove, and FansIdea to name a few). I haven't been employed under anyone for over a year and have spent the time growing myself and my businesses.

### REMOTE STYLIST

*Stitch Fix | Feb 2020 - Sep 2021*

- Lead entire client shopping experience, putting together ensembles and providing styling tips that were personalized in relationship building notes using Stitch Fix company tone and voice with each Fix
- Recognized in March 2020 "Styling Love" by management for consistency and strong self motivation, within 6 weeks of being hired
- Manage own schedule and time-keeping
- Keep up communication with Leads and participate in virtual company meetings and calls
- Building many long-lasting relationships with clients built on trust and understanding
- Attention to detail in order to provide the best experience for every individual client

### MANAGER AND IN-HOUSE GRAPHIC DESIGNER

*Radha School of Music | May 2020 - May 2021*

- Created original collateral for all aspects of the business from business cards and informational pamphlets to signage and promotional fliers. Other projects included binder front designs, t-shirt designs, worksheets, misc. logs, and booklets for programs and guides
- Managed all day to day tasks of running the school including answering phone calls and emails, informing new clients, and interacting with parents and students
- Accounts receivable
- Contributing new ideas on ways to maximize potential and increase efficiency
- Kept meticulous inventory of all books for sale, five different Young Entrepreneurs' shops, and all merchandise in an organized and compartmentalized way

## PERSONAL PROFILE

I am a multi-faceted freelancer with 11 years of experience in customer service, 8 years of experience in graphic design, 7 years of experience with photography, and 4 years of copywriting experience.

## EXPERTISE

Customer Satisfaction  
Creative Development  
Social Media Marketing  
Visual Communication  
Copywriting

## SOFTWARE KNOWLEDGE

Adobe Creative Suite  
Microsoft Products  
Video and Photo Editing Software  
Team Communication Software  
Graphics Software

## PERSONAL SKILLS

Creativity  
Relationship building  
Attention to detail  
Problem Solving & Critical Thinking  
Leadership & Self-Management  
Average typing speed of 65 wpm

## FUN FACT

I have worked many jobs as a professional roller skater since I learned how to dance on roller skates a few years ago. You might see me on a rerun of Samantha Brown's Places to Love.

*Thank you!*