Charlotte Olmsted

olmstedc@vcu.edu | (423) 217-7430 | 944 Maiden St. Apt. 5, Abingdon, VA 24210

PROFESSIONAL SUMMARY

Young professional proficient in time management, prioritizing tasks, and meeting deadlines. Experienced in building and maintaining relationships with prospective students. Critical thinker with effective research and project management skills. Tenacious, outgoing personality, with excellent engagement skills. Highly proficient in Adobe Creative Cloud Suite, Microsoft Office, and team planning softwares inclusing Miro, Asana and Slack. Extensive public speaking, community engagement, event planning experience.

WORK HISTORY

Marketer's Genius

Information Architect | February 2021 - current

Provides art and design consultancy for businesses and brands across Clearwater, Florida.

Richmond Professional Lab

Lab Technician | October 2019 – November 2020

Darkroom photo lab experience maintaining optical purity of images for packaging and shipping out to customers by request.

VCU Innovative Media Center

Lab Technician | October 2015– November 2019

Maintained the multimedia equipment and technical application and troubleshooting at the Media Lab for VCU Innovative Media.

Binford Middle School

Teacher's Assistant | October 2017

Worked with O.K. Keyes of the Education Department at VCU to teach middle schoolers how to properly use a digital camera make and export gifs and other digital media with minimal assistance.

Freelance Illustrator, Self Employed

Student Archivist | January 2014 – August 2015

Created several illustrations, comics, paintings and design work on commission for private and professional clients including Xchange International LCC. and started my own business, Charascuro LLC, which provides consulting for Experience Design for businesses and brands across Virginia and Tennessee regions.

SKILLS

Project Management Skills
Client Communication
Critical Thinking
Research Skill
Extensive Public Speaking

TECHNICAL EXPERIENCE

Adobe Photoshop
Adobe Illustrator
Adobe Indesign
Adobe Premiere Pro
Adobe After Effects
Microsoft Office
Figma Prototyping
Miro Schedule Planning
Asana Team Planning

EDUCATION

Virginia Commonwealth University, Richmond, VA
Masters of Science: Experience Design Class of 2021
Bachelor of Fine Arts: Grapphic Design Class of 2018

RECOGNITION

Arts Advocacy Scholarship

Virginia Intermont Art Show Oil painting included for the Junior Virginia Intermont College Art Show

Rhythm and Roots Reunion Festival Art selected for the window display at Blowfish Emporium on State Street in Bristol VA/TN

Virginia Highlands Festival 2nd place and 1st and 2nd place at William King Museum Highlands Festival Painting Contest