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Durham, NC



LILY KOTO OLIVE



CREATIVE PROFESSIONAL | INTERNATIONAL FINE ARTIST | DESIGN EDUCATOR

EXPERIENCE

Owner (Marketing, Editing, and Design Consultancy | 2014-2019
Lily Koto Olive Creative Services, Brooklyn, NY & London, UK

Client Details:

PR and Marketing | 2019 - Present

Koroberi, Inc., Raleigh, NC

- Create, write and edit email marketing compliance guide as reference asset to ensure compliance with GDPR and CCPA regulations.
- Website ADA accessibility audit and SEO review; alt text image tag creation.

PR and Marketing | 2019 - Present

Rick Wester Fine Art, New York, NY

- Write and edit press materials, event promotion content, and digital communications for website and email.
- Responsible for newsletter creation and editing.
- Coordinate with team to lead, develop and implement new communications strategies.
- Draft and edit proposals and internal communications. Create media kits.

Office Manager/Executive Assistant | 2018 - 2019

The House of Luxury/House of Fine Art, London, UK

- Social media marketing assistance for Doha Exhibition events.
- Graphic design/photo editing for Paris Fashion Week campaign.
- Managed team office event planning.

Administrator | 2017 - 2018

Premier Estates, London, UK

- Project managed team events and all planning associated with resident events.
- Managed staff of 10+ in the management office onsite.
- Created and distributed company newsletters and updates to clients and internally.

Onboarding Assistant | 2016 - 2017

TaskRabbit UK, London, UK

- Assisted new hires to set up their own businesses, instructed workers improving sales strategies and freelance businesses. Copyedited sales pitches for freelancers.

EDUCATION

OMCA Content Marketing Associate Certification

Masters of Fine Arts

Concentration: *Painting*
NY Academy of Art
New York, NY

Bachelor of Art and Design

Concentration: *Painting*
North Carolina State University
Raleigh, NC

SKILLS

TECHNICAL

Adobe Creative Suite
Sketch (beginner)
Photoshop and Illustrator
iMovie video editing
WordPress and Squarespace
MailChimp Email Design
Content Marketing
Microsoft Suite

PROFESSIONAL

Creativity
Attention to Detail
Solid Work Ethic
Design Thinking
Solid Organization
Empathy
Transparency
Team Leadership
Public Speaking
Professional Educator
Accountability
Communication
Efficiency Improvement

EMMINENCE

Altos de Chavon Post Graduate
Teaching Residency

Your Storied Future
Prize Recipient

PILOTENKUECHE Fall
Artist Residency

Queens Art Intervention Grant

PILOTENKUECHE Summer
Artist Residency

Acura Guest Artist for 2013
MDX commercial animation

LCU Foundation Scholarship

ART EXHIBITIONS

2020

Art Quarter Budapest,
Budapest, Hungary

Kulturni centar Beograd,
Belgrade, Serbia

2019

Designers Open 2019
Kongresshalle Zoo,
Leipzig, Germany

Rafael Mihaylov
Exhibition Halls,
Veliko Tarnovo, Bulgaria

2018

Wittgenstein: 1918 - 2018
Wittgenstein Haus,
Vienna, Austria

2017

Small Is Beautiful
Flowers Gallery,
London, UK

More events,
press and info:
www.lilykoto.com

EXPERIENCE CONTINUED

Adjunct Professor in Visual Art Department | 2015 - 2016
Bergen Community College, Paramus, NJ

- Taught three classes: Computer Imaging, Graphic Design 1, and Drawing 101. Created syllabi, homework assignments, and final projects for all classes. Helped students expand their art history and learning through lectures, group critiques, in-class assignments and take-home assignments.

Art Professor | 2014

Altos de Chavon, La Romana, Dominican Republic

- Taught the History of Painting Techniques Summer class to 14 students. Created lesson plans and lectures covering classical history of painting techniques and how to apply them in contemporary art.

Art Writer | 2010 - 2013

Brooklyn Rail, Brooklyn, NY

- Contributing writer in the Art Books review section. Published both online and in print.
- Worked with team of professional editors to write and review articles.

Editor and Co-Founder | 2010 - 2018

Art-Rated.com, Brooklyn, NY

- Co-Founder, writer and editor for online arts magazine.
- Managed staff of 6 writers; edited and reviewed content.

Principal Consultant | 2009 - 2010

Lily Koto Olive PR Services, Brooklyn, NY

- Created, executed national publicity campaigns; created and serviced press releases. Clients: Pox World Empire, Stunt Company, Blackbox Mixtapes, and Long Leaf Opera.

ADDITIONAL EXPERIENCE

Personal Assistant

Brooke Neidich, Whitney Museum of American Art, New York, NY

Gallery Assistant

Creative Thriftshop, Brooklyn, NY

Publicist

Stunt Company, Brooklyn, NY

Creative Director

Williamsburg White Room, Brooklyn, NY

Junior Account Executive

Shore Fire Media, Brooklyn, NY

Head Publicist and Consumer Advertising

Haw River, NC

Publicist

Warm Fuzzy Publicity, Bronx, NY

Art Teacher

SeeSaw Studio, Durham, NC

Design Internship

Zweifel & Chislett Productions, Basel, Switzerland