

Emily "Mills" Harasta

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LINKS

millsharasta.com

PROFILE

A versatile, personable, creative who is dedicated to leaving people with a better day than what they started with. A well-rounded, creative hard worker with a multitude of valuable skills and a knack for giving work environments a more positive energy

EMPLOYMENT HISTORY

March 2023 - Present

Marketing Coordinator, Weavers Way Co-op

- Managed all social media accounts, working closely with staff to make engaging content
- Collaborated with the Art Director on the creation and proofing of signage, graphic requests, displays and more for three main store locations, two farms, and three offshoot stores
- Assisted with event planning and execution from promotion to tabling
- Worked with external media outlets and videographers on commercial video production

Oct 2022 – March 2023

Cemetery Marketing and Services Coordinator, Diocese of Camden

Camden, NJ

- Digitally designed visitor-friendly maps of the cemeteries to help find loved ones' resting places
- Produced printed and digital ad campaigns to cover all products and events at 15 diocesan cemeteries
- Worked with customers to find the best cemetery service for their loved ones
- Wrote copy for monthly newsletters featuring guidelines for coping, new products, etc.

Jun 2021 – Oct 2022

Senior Visitors Assistant, Grounds for Sculpture

Hamilton, NJ

- Created the first video tutorials for new hires in guest services department
- Supervised and trained new hires
- Worked face-to-face and over the phone with hundreds of customers
- Produced social media content for the museum shop
- Gave private tours of the gardens to special visitors.

Feb 2018 – April 2020

Studio Manager, Larry Fink Studio

Martins Creek, PA

- Collaborated with museums and galleries to produce exhibitions from start to finish.
- Managed a database of thousands of photos.
- Digitally archived thousands of film reels for sales, edits and posterity.
- Edited and processed photos for print and online publishing.
- Supervised a team of contract workers and managed inventory and office schedules.

Aug 2017 – Dec 2017

Intern Editor, WHYY Broadcasting

Philadelphia, PA

- Processed and edited video for online segments and TV broadcasts
- Aided producers on set for the TV show Friday Arts, which showcased the arts in and around Philadelphia

EDUCATION

Aug 2012 – May 2016

BA, Arcadia University

Glenside, PA

Graduated with Honors

SKILLS

Adaptable to many kinds of personalities

Fluent in Adobe Suite (Premiere, Photoshop and InDesign)

Straight-talking wordsmith

Creative Content Production, especially video

Customer Service, no matter the position

Managing Schedules and Databases

REFERENCES

References available upon request