

# Marielle McQuitty

Creative Professional | [mcquittymarielle@gmail.com](mailto:mcquittymarielle@gmail.com)

## EXPERIENCE

### **SYNERGY MEDIA & ENTERTAINMENT**

Remote

#### *Project Manager*

May 2023 - Current

- Streamlining communication processes for cross-functional team of 6, ensuring timely delivery of high-quality digital media projects, resulting in a 10% reduction in feedback turnaround time.
- Managing a diverse project portfolio with simultaneous deadlines, ensuring 95% project completion within the agreed timelines.
- Pioneering a new workflow strategy, optimizing team productivity and leading to a 30% increase in on-time project delivery.

### **MAVERICK CITY MUSIC**

Atlanta, GA

#### *Administrative Assistant*

February 2021 - September 2022

- Orchestrated 20+ industry specific events annually ensuring all project requirements were met on schedule, resulting in a 40% increase in stakeholder satisfaction.
- Developed a comprehensive multitasking system for project management, enabling me to handle 5+ events simultaneously without compromising quality.
- Conceived and implemented archival processes for visual media library and song archive improving historical data retrieval by 75%.
- Liaised with key influencers and content creators to co-develop viral content, successfully boosting brand visibility across platforms.

### **FREE CHURCH**

Chicago, IL

#### *Art Director*

December 2017 - February 2021

- Managed and mentored a team of 5 designers and copywriters, fostering a culture of creativity and collaboration.
- Oversaw the creative direction for multiple campaigns, consistently meeting deadlines and budget requirements.
- Enhanced team efficiency by implementing new software tools, including Basecamp, leading to a 20% decrease in project turnaround times.
- Directed the visual style for key marketing materials, contributing to a 15% year-over-year increase in brand awareness.
- Collaborated with cross-functional teams to ensure brand consistency across all touchpoints.

## EDUCATION

### **UNIVERSITY OF HOUSTON**

Houston, TX

#### *Bachelor of Fine Arts in Photography & Digital Media*

## SKILLS AND PERSONAL

- Project Management
- Communication
- Multi-Tasking & Time Management
- Attention to Detail
- Event Coordination
- Market Research
- Cross-Department Collaboration
- Content Creation + Editing
- Brand Consistency