



Karen Ramirez

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BIO

Karen Ramirez is currently a passionate program assistant looking to gain experience in the webtoon industry while offering transferable skills.

Skills

- **Programs:** Microsoft Office, Excel, Outlook/Entourage, Google Suite, Dropbox, FileMaker Pro, Storyboard Pro, Adobe Creative Suite, Trello, Exceed!, Volgistics.
- **Languages:** English, Proficient Spanish
- Great multi-tasker
- Great time management skills
- Collaborative skills with peers and supervisors
- Excellent written and verbal communication skills.
- Ability to work in a high pressure, fast-paced environment.
- Positive and friendly attitude

Professional History

WEBTOON CANVAS Intern

WEBTOON | March 2020-July 2020

- Fostering a stronger online community on WEBTOON
- Curation and promotion of comic series
- Research and development of potential donation models
- Social media asset creation and content creation (CANVAS Corner Episode)
- Content moderation

Program Assistant

P.S. ARTS | February 2019-present

- Event planning, facilitating, and logistical support
- Management of ENewsletter
- Video editing, graphic design, and animation for Youtube intros
- Coordinating travel, catering, and meetings
- Volunteer recruitment and management
- Supply ordering for Teaching Artists or events
- Sending out weekly Time Sheet reminders and keeping contact information updated
- Maintaining and organizing documents, files, orders, photos, videos, and research material

Alumni Fellowship

Ryman Arts | August 2018-December 2018

- Alumni Outreach - Used FileMaker Pro & Outlook to manage contact with alumni. Event planning and logistics, volunteer recruitment, administrative duties, social media promotional artwork, curate an art show, fundraiser set up, content for ENewsletter.

Project Manager/Producer

Student Film: Pinheads | February 2016-September 2016

- Production oversight, schedule management, delegating, communications
- Created background artwork, color script, theme unification, stylizing, clean up

Freelance Artist

July 2014-present

- Commissioned Artwork - Clear and concise communication with clientele. Excellent customer service skills. Commission examples on my instagram @spacearcadia
- Sell my artwork online and local events to fundraise for different causes.

Academic History

California State University, Long Beach

Bachelor of Fine Arts in Illustration/Animation | 2013- 2018

- 3.7 GPA - Cum Laude
- Active member of CSULB Society of Student Illustrators and Animators & La Fuerza Club

Ryman Arts

Scholarship | 2012-2013

- A highly selective program offering high school students college level classes in drawing and painting