



Erycha Medeiros

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Education

Augusta University, Augusta, GA

December 2019

Master of Public Administration

Certificate of Nonprofit Leadership

Georgia State University, Atlanta, GA

December 2013

Bachelor of Arts in Art History, *Cum Laude*

Arabic minor

Work Experience

Department of Social Sciences at Augusta University, Augusta, GA

Administrative Assistant I

May 2019 – Present

Office Assistant

November 2016 – April 2019

- Expanded Duties with promotion:
 - Manage department student assistant
 - Handle all hiring, recruitment, and interview logistics for the department
 - Manage department State budgets and 13 additional foundation accounts
 - Serve as department events coordinator for all events, faculty and department directed; event manager for all department directed events
 - Attend all events for development of creative content
- Manages digital presence for the department, Master of Public Administration program, Master of Arts in Intelligence and Security Studies program, and the Center for Social Science Research including social media accounts, departmental emails, website editing, etc.
- Develops marketing and promotional materials for event promotion, recruitment efforts, and program materials; formatting and visuals for program publications, including the oversight and primary execution of *The Public Servant*, the bi-annual newsletter for the Master of Public Administration Program
- Coordinates and executes various departmental and program events and recruitment efforts; serves as primary staff lead on all department and master program events; collaborate with other university departments and community organizations as appropriate
- Manages budgets for the Center for Social Science Research and Master of Public Administration program
- Serves as Administrative Assistant to the Center for Social Science Research and Master of Public Administration program; assists Department of Social Sciences admin as needed

- Serves Graduate Coordinator to the Master of Public Administration program
- Manages additional requests from 29 full-time faculty and additional adjuncts
- Manages cash and check donations/deposits for various department events, organizations, and academic programs, \$1500-\$3000 annually
- Exhibits exceptional customer service and handles day-to-day tasks related to front office staffing

Williams-Sonoma, Inc., Augusta, GA

Sales Associate

November 2014 - April 2017

- Handled cash register transactions, phones, stocking, and shipment
- Maintained a standard of customer service expected with high-end retail experience
- Assisted in coordinating and executing promotional and private events for the store

Middle East Institute at Georgia State University, Atlanta, GA

Undergraduate Assistantship

August 2009 - December 2013

- Handled creation and distribution of promotional materials for department, classes, and events, including running promotional booths and provided information/education sessions for groups, and supported five faculty members within the department
- Set up programs: Morocco Day, Arabic and Turkish Coffee Hours, movie screenings, lectures and moderated discussion panels, this included coordinating with speakers from other educational intuitions, non-profit organizations, community groups, and the State Department
- Co-coordinated, advertised, budgeted, and assisted with on site management of Study Abroad Program: Marvels of Medieval Spain
- Collaborated with Director and Departmental Academic Advisor to assist students with financial aid and academic support
- Assisted in the research and subsequent formation of the first live-in learning language environment for international students and residents enrolled in language programs at the university: Beit al-Arabiya
- Created and maintained a database of information for faculty and department grants
- Assisted in the creation, launch, and maintenance of the website for the department as well as the event and tutoring calendars

Georgia State University Housing at Georgia State University, Atlanta, GA

Resident Assistant

August 2011 - May 2013

- Organized and planned events to promote personal, physical, cognitive, and emotional wellbeing, as well as social development among residents and their peers
- Increased competency in crisis management, applying set policies and procedures into action during such situations
- Handled crisis management and conflict alleviation; including successful emergency plan implementation as well as professionally completing reporting as appropriate

- Handled day-to-day tasks at front desk including: phones, scheduling, and managing student issues, and customer service complaints

Skills

- A twelve of experience in website creation and management; specific software experience in OU Campus, RedDot, Wix, OMNI CMS, and Wordpress
- A twelve of experience in events, growing from event coordination, collaboration, and day-of assistance to complete event management including: planning and coordinating day of event logistics, creating and managing all event promotion, collaborating with necessary parties, coordinating keynote travel logistics, managing event participants, managing event budget, and serving as lead manager for day of event; size ranges from 5-200 attendees
- Ten years of experience in developing promotional materials for events, departments, programs, courses, and educational distribution
- Ten years of experience in providing approachable, compassionate, and knowledgeable customer service
- Software Proficiencies on both Windows and Apple Operating Systems: Microsoft Office Suite, Adobe Creative Cloud Suite, Google Docs, Pages, Keynote, Numbers, iMovie, Garage Band, BOX, Brightspace (D2L), Crystal, Banner, Xtender, Microsoft Teams, Prezi, Social Media, and Social Media management systems Later, Hootsuite, Planoly; experience with SPSS and GIS systems
- Excellent in Microsoft Office Suite, including integrating the programs Word, Excel, and PowerPoint to create relevant and informed presentations; Excellent in Adobe Photoshop, Illustrator, and Lightroom
- Confident in crisis management, applying set policies and procedures into action during emergency and high stress situations
- Competent in conflict alleviation between persons of different cultural, social, and religious backgrounds and linguistic ability
- Confident in content capture; experience with both Cannon and Nikon Digital SLR cameras, as well as smart phones
- Graphic Design with both traditional methods and digital creation: data visualization, publications, logo development, surface pattern design, promotional materials, and traditional art
- Illustration with both traditional and digital mediums; high level of skill with watercolor, pen and ink, and graphite
- Gallery hanging experience
- Proficient with Scholarly Research Search Engines and Library Catalog Navigation
- Proficient with digital/telework office/event capabilities Zoom, Microsoft Teams, Citrix, VPN, Skype, Google Voice
- Proficient with standard office copy, fax, print machines

Notable Projects/Coursework

- Principal Implementer and Designer. [Fall 2021]. For Master of Public Administration Program. 25th Anniversary Fundraising and Marketing Campaign. TBD.
- Grant Co-Author. [July 2019] For Dog Networking Agents. Amount Awarded \$13,500. 2020 Community Grants Award from The Community Foundation for the CSRA, Award Period 2020-2021.
- Promotional Funding Proposal Co-Author. [December 2018] For Master of Arts in Intelligence and Security Studies program. Amount Awarded \$2,320. Internal Marketing Award from Pamplin College, Award Period Spring 2019.
- Co-Author and Principal Implementer. [Spring 2019] Marketing Campaign – Master of Arts in Intelligence Studies. Results: increased program enrollment from 9 to 22.
- Co-Author. [December 2019] Needs Gap Assessment of Richmond, Warren, and Washington counties for Dr. Melissa Tetzlaff-Bemiller ongoing research project.
- Author. [December 2019] Program Evaluation Plan for ‘Cribs for Kids’ program at CSRA Safe Kids Program.
- Author. [December 2018] “Creating a Nonprofit” project for PADM 6302. Created fictional 501(c)3: mission, vision, values, board structure, organizational structure, programs, budget, sustainable fundraising proposal to meet mission critical objectives, and how it meets federal regulations associated with maintaining 501(c)3 status.
- Educational highlights: public budgeting, nonprofit management, nonprofit financial management, program evaluation, grant writing, marketing for nonprofit organizations, GIS, Adobe Illustrator, Photoshop, and InDesign workshops

Community/Volunteer Experience

- **The ICU Project, Inc.** 2017- Present
 - Board Member, Development and Public Relations
 - Co-Founded, incorporated, and gained 501(c)3 status for The ICU Project, Inc.
 - Co-Developed governing documents, volunteer staff, and fundraising for the organization
 - Co-develop and manage organization projects
 - Developed digital presence and branding for the organization, including temporary website and logo
- **Italian American Club of the CSRA** 2014-2018
 - Served as Board Member
- **BR-AID** 2002-2008

- Co-founded a student-led, non-profit relief organization called BR-AID
- Organization used craft skills to raise money for AIDS orphanage through God's Golden Acres Foundation, selling wares at local art festivals and facilitating donations throughout the year

Additional Trainings & Education

- **Mental Health, Conflict Management, & Emergency Training**
 - Mental Health First Aid Certification – National Council for Mental Wellbeing (Exp. 8/13/2024)
 - Active Shooter Response – Augusta University Police Department (2020)
 - Abuse and Sexual Assault Prevention Training – EverFi (2019)
 - De-escalation Training – Counseling and Testing Services, Augusta University (2017, 2018)
 - Stop the Bleed Training – Department of Trauma, Augusta University (2017)
 - AED and CPR Training – Department of Trauma, Augusta University (2017)
 - De-escalation and Conflict Mitigation Training – Counseling Services, Georgia State University (2011, 2012)
 - Fire Suppression Techniques & Fire Extinguisher Training – Atlanta Fire Department (2011)
- **Watercolor**
 - Learn to Paint Botanical Watercolors with a Modern Twist – Cat Coquillette (2021)
 - Painting Fruits & Florals in Watercolor with a Modern Twist – Cat Coquillette (2021)
 - Painting a Map Keepsake with Watercolor – Peggy Dean (2019)
 - How to Prep a Watercolor Palette the RIGHT Way – Peggy Dean (2019)
 - Gouache Florals: Explore Shape, Color and Creative Composition – Peggy Dean (2019)
 - Modern Watercolor Techniques: Explore Skills to Create On-Trend Paintings – Cat Coquillette (2018)
 - Gensheer's Art Studio – Watercolor Techniques 1, 2, 3; Watercolor Landscapes; Watercolor Portraits; Watercolor Architecture (2000-2006)
- **Adobe Lightroom Courses**
 - Screen-Printing Grain Effect in Adobe Photoshop – Evgeniya & Dominic Righini-Brand (2021)
 - Dramatic and Moody Processing Lightroom Workflow – Atish Waghvase (2020)
 - Fundamentals of Lightroom I: Organize Files and Boost Your Workflow – Lotus Carroll (2020)

- What Makes a Good Photo: A Beginners Guide to Editing in Lightroom – Daniel Nwabuko (2019)
- **Adobe Photoshop Courses**
 - Cultivating Color: Cary Palettes in Original Art & Grow Your Portfolio – Cat Coquillette (2020)
 - Use Your Watercolors to Create Simple Repeat Patterns in Adobe Photoshop – Anne Butera (2019)
 - Architecture Rendering in Photoshop (Collage Style) – Vicente Baum (2019)
 - Photoshop: Vectors & Shapes for Beginners – In Dept – Benjamin Halsall (2018)
 - From Paper to Screen: Digitally Editing Your Artwork in Adobe Photoshop – Cat Coquillette (2018)
 - 4 Ways to Digitize Watercolor Art in Photoshop – Peggy Dean (2018)
 - Learn Adobe Photoshop: Fundamentals for Getting Started – Cat Coquillette (2017)
 - Create Plaid (Tartan) repeat Patterns in Adobe Photoshop – A graphic Design for Lunch™ Class – Helen Bradley (2017)
- **Adobe Illustrator Courses**
 - Mater Color with the Recolor Artwork Tool in Adobe Illustrator – Bonnie Christine (2020)
 - Advance Techniques in Surface pattern Design – Bonnie Christine (2020)
 - Mastering Gradients in Adobe Illustrator – Evgeniya & Dominic Righini-Brand (2019)
 - Introduction to Designing Repeat Patterns in Illustrator – Elizabeth Owen (2019)
 - Watercolor for Surface Pattern Design: Working with Adobe Illustrator – Bonnie Christine (2019)
 - Surface Pattern Design 2.0: Design a Collection | Start a Career – Bonnie Christine (2019)
 - Illustrator: How to Set Up A Tri-Fold – Erin Gilford (2019)
 - Intro to Surface Pattern Design: Learn Adobe Illustrator- Bonnie Christine (2017)
- **Illustration & Design Courses**
 - Elaborate Hand Drawn Half Drop Repeat Patterns: Combing Traditional & Digital Techniques (AI) – Kristina Hultkrantz (2021)
 - Packaging Design for Creatives & Entrepreneurs – Simone Payne (2019)
 - Modern Acrylic Painting: Explore Techniques to Create On-Trend Art – Cat Coquillette (2019)
 - Modern Patterns: From Sketch to Screen – Cat Coquillette (2019)
 - Line Drawing: Cactus & Succulent Edition – Peggy Dean (2019)
 - Advanced Techniques in Surface Pattern Design – Bonnie Christine (2019)

- Botanical Line Drawing – Peggy Dean (2018)
- Hey, Cool Shirt: Designing Effective T-Shirt Graphics – Christopher DeLorenzo, Johnny Cupcakes (2018)
- Graphic Design Digital Minicourse – Adobe Creative Suite (2018)
- Sketchbook Illustration: Draw a Personal, Colorful Travel Map – Mike Lowery (2018)
- Customizing Type with Draplin: Creating Wordmarks That Work – Aaron Draplin (2018)
- Source & Mix Botanical Illustrations with Typography to Create Trendy Designs – Evgeniya & Dominic Righini-Brand (2018)
- Circular Logo Design with Draplin: Combine Type & Icons in a Classic Shape – Aaron Draplin (2017)
- Icon Do This: Creating your Own Icon Set – Ryan Vatz (2017)
- Icon Design: Create a Cohesive Icon Set – Adam Whitcroft (2017)
- AP 2-D Art & Design (2007- 2009)
- **3D Design & Sculpture**
 - AP 3D Art & Design (2009)
 - Ceramics 1, 2, 3 (2007-2009)
- **Content Capture**
 - Self Portraits: Telling Your Unique Story – Tabitha Park (2020)
 - Dark botanical Photography: Capture Beautifully Moody Images of Plants – Linda & David (2020)
 - Dark & Moody Popsicle Photography – Nehha Deshmukh (2020)
 - Dark & Moody Food Photography for Instagram Success: Visual Storytelling with Emotional Food Photos – Sean Dalton (2020)
 - Design Top-Selling Product Mockups with Your Art – Cat Coquilletette (2019)
 - Photography: Into to Storytelling – Mare Marie Forsberg (2019)
 - The Art of Photography: Defining Your Visual Style – Stephen Vanasco Aka Van Styles (2017)
- **Business, Organization, Workflow, and Administrative**
 - Slate Admissions Software Training I, II, III – The Graduate School, Augusta University (2021)
 - Taking Your Presentation Skills Up a Notch – Department of Communications & The Graduate School, Augusta University (2019)
 - 3 Minute Thesis – Tips for A Successful Elevator Pitch – Department of Communications & The Graduate School, Augusta University (2019)
 - Banner 9 Training – Banner (2019)

- WebADMIT & CAS Communications Admissions Basic Software Training Part I, Part II, Part III – WebADMIT (2018)
- Website Accessibility Training | OU Campus – Augusta University (2018)
- Administrator Webinar: Lessons from the Front Line: Tips to Achieve Hero Status (2018)
- A Step-by-Step Guide to Art Licensing: Sell Your First Piece of Artwork Online – Cat Coquillette (2018)
- Sell Your Art Online with Print On Demand Vendors – Michelle Cooke (2018)
- Art Sales on Autopilot: Learn How to Start an Online Biz Selling Prints w/Help From A Print Partner – Jules Tillman (2018)
- Building a Career in Illustration: Explore Print On-Demand | Learn with Society6 – Cat Coquillette (2018)
- OU Campus Website Editing Training I, II – Division of Communications and Marketing, Augusta University (2017)
- Making a Living as an Artist: Strategies for Crafting Your Creative Business – Brooke Glaser (2017)
- E-Commerce for Artists: Selling with Print On Demand | Learn with Treadless – Wendy Lazar (2017)
- Print on Demand for Artists: Earn While You Sleep – Nic Squirrell (2017)
- Focus to Flourish: Productivity Skills for the Creative – Bonnie Christine (2017)
- Your Roadmap to Surface Design: A Step by Step Framework to Crafting Your Career – Bonnie Christine (2017)
- UNICAS: Admissions Software Webinars & Training- Liaison and UNICAS (2017)
- TAP: Tuition Assistant Program Training |USG System – Tuition Assistance Manager (2017)
- Art Licensing Fundamentals: Finding Buyers for Your Art – Shannon McNab (2017)
- Pricing Your Work: How to Value Your Work as a Freelancer – Peggy Dean (2016)
- **Marketing, Social Media, and Trend Forecasting**
 - How to Create a Cohesive Instagram Feed | Using Adobe Lightroom – Dale McManus (2021)
 - Growing Your Creative Business Through Instagram – Cat Coquillette (2021)
 - Pinterest Marketing: The How & Why for Creative Entrepreneurs – Peggy Dean (2019)
 - Marketing & Social Media Training – PAMPLIN College (2019)
 - Email Marketing Essentials: Designing Effective Emails – Fabio Carneiro (2019)
 - Social Media Marketing: Top Tips for Growing Your Followers & Going Viral – Cat Coquillette (2019)

- Context is Key: Social Media Strategy in a Noisy Online World – Gary Vaynerchuck (2018)
- How to Discover Profitable Design Trends Before Anyone Else – and Create Artwork with Mass Appeal – Cat Coquillette (2018)
- Webinar on Student Communication & Digital Engagement | Engaging Email Communication for Universities and Colleges – EAB (2018)
- Modern Marketing Workshop – Seth Godin (2018)
- Social Media Effective Marketing Strategies Webinar – Hubspot (2017)
- Creating and Using Infographics for Effective Communication and Marketing Strategies – Vengage (2017)

References and portfolio samples available upon request.