Ellen C. Stedfeld

ellen.sted@gmail.com +1 917-623-8421 EllesaurArts.com/resume

Creative professional who innovates for every situation, observant and detail-oriented.
Dedicated to excellence, education via entertainment, community enrichment.
Providing inspiration and encouragement through shared experiences.

Visual / Graphic Arts

- Strong figure drawing in pencil, ink, charcoal
- Fast sketches of live performances and events
- Fun illustrations for picture books and comics
- Portraits, pets, characters, customized artwork
- Uniquely lettered calligraphy and typography
- Original story concepts told in zines & essays
- Interactive art workshops and gallery exhibits

Office / Administrative

- Manage communication, draft and edit mailings
- Update websites, compose & compile newsletter
- Maintain current member files (printed + digital)
- Review media presentations; take meeting notes
- Assemble dynamic spreadsheets of essential data
- Prioritize daily duties, weekly and monthly goals
- Effectively organize front desk, offices, supplies

Customer / Visitor Services

- Greet and guide guests through all our options
- Cordial yet clear on rules and safety protocol
- Open POS work orders, checkout at registers
- Research items to provide informed answers
- Offer recommendations; place special orders
- Facilitate lectures, parties, meet-ups, signings
- Mindful solution-seeking, positive teamwork

Teaching / Childcare

- Plan, direct, assist with all-ages creative classes
- Nursery worker in churches, local moms groups
- Aided 2yr-old class for crafts, play, live animals
- Personal tutor, improved writing and confidence
- Computer teacher 1-12 grades, MS/HS electives
- Daily afterschool arts activities for 1-5th graders
- Catering creative projects at kids' special parties

Products & Orders

- Receive, restock, recount, return items; arrange shelves and displays by specified categories
- Navigate internal programs and policies to track inventory, shipping records, customer requests
- Use digital pick & pack flow to select and package items for 2Hr, Same / Next-day, UPS delivery
- Follow detailed packing instructions for each client, solve / report any discrepancies in our system

Technology Skills

- Tools: Mac & PC computers, scan / print / copiers, tablets, digital cameras, Wacom graphics tablet
- Admin: Google Workspace, Microsoft, LibreOffice, Dropbox, filing and organizing programs, etc.
- Design: Adobe Creative Suite / Cloud for digital painting, photo editing, layouts, printed products
- Online: Establish and update websites using Wix, Blogspot, similar content management services
- Payments: Using portable credit card readers like Square; sending funds via Venmo, Zelle, PayPal
- Apps: Slack, Sling, When I Work, ADP, Homebase for schedule / clock in / messages; Class Dojo
- Exploring the potential of 3D printing and VR/AR at conferences, classes, and pop-up art exhibits

Further info and connection on linkedin.com/in/ellenstedfeld

Employment Overview (New York, NY)

Experimental Illustrator branded Ellesaur Arts, tailored projects and sketch reportage (2008 – Ongoing)
Creative Assistant at A+ Art Gallery & Framing, photo edits and design choices, June/Nov 2025 – Present
Art Instructor for Snapology via The Afterschool Collective in public schools, etc. Dec 2021 – Aug 2026
Teaching Artist with The Blue Bus Project; Claire's Creative Adventures, June '17/May '19 – '26 Seasonal
Teacher's Aide and marketing materials for Jackson Heights Arts & Learning, Oct 2024 – May 2026+
Cashier/Retailer at Peace By Piece Thrift Store & Community Center expansion, February – Dec 2025+
Program Staff for StreetLab, Play/Build/Draw/Write/Explore public pop-ups, May '22 – Oct '25 season
Childcare Worker for ACC, Redeemer, Connection, OneCo, Manhattan Church of Christ, June 2015 – '25
Visitor Engagement via Forrest Solutions at INTER_ art/tech then MoMA museum, Dec 2023 – June 2024
Brand Ambassador for ATN Event Staffing at concerts, stadiums, and conferences, July 2021 – Oct 2022
Desk Associate, Assistant Teacher at The Art Farm children's educational center, Summer 2021 (Seasonal)
Fulfillment Associate at Ohi Technologies e-commerce micro-warehouse, May 2020 – February 2022
Bookseller & Shipping Assistant at Books of Wonder children's bookstore, May 2019 – Oct 2020
Crew Member at the SeaGlass Carousel with Ride Entertainment, April 2019 – Oct 2019 (Seasonal)
Computer Technology Teacher + special electives for Evangel Christian School, April 2018 – March 2019
Program Assistant for Main Street Theatre & Dance Alliance, Sept 2017 – Aug 2018 +additional support
Property Administrative Assistant for Carmine Properties, files and spreadsheets, Summer 2017 (Temp)
Magazine Merchandiser / Team Leader for Liberty One Delivery Consultants, April 2015 – April 2018
Associate Creativity Enthusiast (A.C.E.) at Make Meaning family art experiences, Nov 2011 – Aug 2013
NY Chapter Administrator & National Aide for Graphic Artists Guild, Oct 2009 – Dec 2011
Bookseller at Barnes & Noble Fifth Ave, Main Floor and Newsstand, Sept 2008 – July 2009
Studio & Office Assistant for Triangle Arts Association, Summer 2005 (Internship)

Education and Certifications

Maryland Institute College of Art (Baltimore, MD)
Bachelor of Fine Arts 2008 // Illustration major with Book Arts concentration, Art History minor
NYU Summer Courses: Modern Art and Contemporary Culture, Intro to Museums & Galleries of NY
Mass Art Pre-College Summer Studios with Fashion and Comics electives (Boston, MA)

Fiorello H. LaGuardia High School of Music & Art and Performing Arts (New York, NY)
Regents Diploma 2004 // Fine Art concentration

Working Artists Initiative; Ministry Fellows Program at City Seminary of New York, 2014-15
American Red Cross Certification in Adult and Pediatric First Aid/CPR/AED, January 2020 + prior

Memberships & Involvement

Graphic Artists Guild, Society of Children's Book Writers & Illustrators (SCBWI), Freelancer's Union, Long Island City Artists (LIC-A), Women in Comics Collective (WinC), Redeemed Writers Group

- Guest artist at Kids Comic Con since 2015, online drawing w/puppet interview '20, science demo '22
- Awarded the City Artist Corps grant, conducted crafting workshop within a community garden 2021
- Volunteer at Culture Lab LIC, MoCCA comic arts fest; Press for The Beat at NY Comic Con & more
- Visual artist of "No, YOU Tell It!" workshops via FTH Queens Community Arts Grant '25, QPL '26
- Presenting art/poetry/essays at fairs, festivals, faith retreats, salon nights, benefit concerts, galleries

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