

# *Ellen C. Stedfeld*

ellen.sted@gmail.com (917) 623-8421 Ellesaur Arts.com/resume

Creative professional who innovates for every situation, observant and detail-oriented, dedicated to excellence, education and entertainment, community enrichment.

## Visual / Graphic Arts

- Strong observational drawing in pencil & ink
- Fast sketches at live performances and events
- Fun illustrations for picture books and comics
- Portrait commissions, customized art projects
- Watercolor and acrylic painting, mixed media
- Digital painting/ color, design & photography
- Developing unique stories into graphic novels
- Interactive art workshops and gallery exhibits

## Customer Service

- Greet & guide customers through our options
- Cordial yet clear on rules and safety protocol
- Open POS work orders, checkout at registers
- Look up items at info desk, answer questions
- Make recommendations, place special orders
- Facilitate lectures, parties, meet-ups, signings
- Daily problem solving and positive teamwork

## Products & Orders

- Receive, restock, return items, arrange shelves and displays by topic, age, title, author, format, etc.
- Navigate computer systems & spreadsheets to track product info, boxes shipped, customer requests
- Organize and neatly label bins with names, sizes, SKUs, identifying features for accurate selection
- Use digital pick & pack flow to select and package items for 2-Hour, Same/Next-day, UPS delivery
- Follow detailed packing instructions for every client, solve/report any discrepancies in our system

## Technology Skills

- Tools: Mac & PC computers, scanners / printers / copiers, digital cameras, Wacom graphics tablet
- Admin: Google, Microsoft Office, Libre Office, Dropbox, various filing and organizing programs
- Design: Adobe Creative Suite / Cloud for detailed digital painting, essential photo editing, layouts
- Online: Build and arrange websites with Wix, Blogspot, and similar content management services
- Payments: Using portable credit card readers like Square, sending funds via Venmo, Zelle, PayPal
- Apps: When I Work, Sling, Slack, ADP to track schedules, clock in/out, time sheets and messages
- Exploring the potential of 3D printing and VR/AR at conferences, classes, and pop-up art exhibits

## Office Administration

- Draft communications, edit official notifications
- Compile email marketing, mailings, newsletters
- Maintain current member files (printed + digital)
- Managing calls & messages, take meeting notes
- Packages, payments, printouts, prioritizing tasks
- Reviewing/revising digital slides for conference
- Assemble & update spreadsheets of critical data
- Keep a clean organized work space, ready to use

## Teaching / Childcare

- Plan, direct, assist with creative classes for kids
- Arts activity team at kids birthday/special parties
- Nursery worker in churches, local moms groups
- Babysit, supervise and engage children/preteens
- Personal tutor, improved writing and confidence
- Computer teacher 1-12 grades, MS/HS electives
- Aid 2yr-olds class with crafts, play, live animals

## **Employment Overview (New York, NY)**

**Independent Artist** branded as Ellesaur Arts, original and collaborative creative projects (Ongoing)  
**Art Instructor** for Snapology via The Afterschool Collective in public schools, December 2021 – Present  
**Program Staff** at StreetLab, with Play/Build/Draw/Read/Explore pop-ups in public spaces, Summer 2022  
**Teaching Artist** with The Blue Bus Project workshops & community events, June 2017 – Present (Various)  
**Brand Ambassador** for ATN staffing agency at sporting and cultural events, July 2021 – Present (Various)  
**Lead / Assistant Teacher, art kit prep** for Claire's Creative Adventures, May 2019 – Present (Various)  
**Fulfillment Associate** at Ohi Technologies e-commerce micro-warehouse, May 2020 – Feb 2022 (P/T)  
**Desk Associate, Assistant Teacher** at The Art Farm children's educational center, Summer 2021 (Seasonal)  
**Children's Bookseller & Shipping Assistant** at Books of Wonder, May 2019 – Oct 2020 reduced hours  
**Crew Member** at the SeaGlass Carousel with Ride Entertainment, April 2019 – Oct 2019 (Seasonal)  
**Computer Technology Teacher** for Evangel Christian School, April 2018 – March 2019  
**Program Assistant** for Main Street Theatre & Dance Alliance, Sept 2017 – Aug 2018 + ongoing support  
**Conference Administrative Coordinator** for Redeemer Presbyterian Church, Feb 2018 (Temp)  
**Property Administrative Assistant** for Carmine Properties, files and spreadsheets, Summer 2017 (Temp)  
**Nursery Worker** for Astoria Community Church & Redeemer Presbyterian Church, June 2015 – Jan 2018  
**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 in Kids Comic Con, 2020 virtual drawing & interviewed by puppet, 2022 science demo
- Awarded the City Artist Corps grant, organized art workshop in community garden October 2021