

# SUSAN ARENAS STEWART RESUME

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## BIO

Susan (She, Her, Ella) is an artist and administrator in the Bay Area. In her work she strives to create spaces of expansion and possibility, leading teams collaboratively and creatively. Susan is passionate about creating effective, joyful and inclusive teams, systems, and practices.

## EDUCATION

### New York University

*Master of Arts* in International Education with a focus on art-activism practices as transformative pedagogy.

### University of California, Berkeley

*Bachelor of Arts* in Anthropology with minors in Art Practice and Global Poverty and Practice

## WORK EXPERIENCE

### Graphic Designer

*Freelance Contract University of California, San Francisco | 2023 | San Francisco, CA*

- Designed and Developed brand kits and logos for UCSF programs.
- Designed and Developed programmatic materials.
- Coordinated presentations and meetings for seasonal campaigns and projects, ensuring timely and efficient execution.
- Developed and maintained brand standards and templates for all digital asset deliverables, ensuring consistency and quality.

### Program Manager

*Freelance Contract NDA Private Client | 2022- 2023 | Oakland, CA*

- Managed all projects under the client's personal brand which included overseeing all logistics regarding course curriculum development, speaking events, social media strategy and content creation, podcast production, course management, and event marketing.
- Managed and designed newsletter marketing.
- Managed social media, including statistically based decision-making to grow the client's brand.
- Managed international design team.
- Transitioned all systems towards centralized cloud-based platforms in order to create effective systems for remote work-flows, increased transparency and improved team communication, and improved overall administrative organization.
- Implemented Project Management Software, Trello to ensure projects remained organized and on track, including a rebranding process which included new brand styling, a new website, website and course copywriting.

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## **Communications & Operations Manager**

*Abundant Beginnings | 2020 - 2022 | Oakland, CA*

- Made executive decisions on the operations of the organization, created systems for employee management, employee onboarding, tracking expenses, and organizing administration and finances.
- Led the transition from a collectively run LLC to a 501c3 /c4 fiscal sponsorship.
- Led and facilitated team meetings, managed next steps and follow ups for internal processes.
- Collaborated with colleagues across departments to ensure the best programmatic experience for students, families and clients.
- Conducted stakeholder research (qualitative and quantitative) to improve the functioning of the organization, taking into account meaningful community input and voice.
- Managed organizational budget, and ensured the organization maintained on track with fundraising goals.
- Managed substitute teachers, contractors, and volunteers.
- Served as the primary point of contact for partners and vendors.
- Developed staffing plans and conducted orientations for staff and volunteers participating in programs.
- Responsible for all external and internal marketing and organization-wide communications.
- Managed social media marketing including community engagement, content creation and graphic design.
- Managed organizational speaking events and workshops ensuring timely completion and adherence to the allocated budget.

## **Program Manager & Humanities Instructor**

*New York University, Metropolitan Center EXCEL Academy | 2019 - 2020 | New York, NY*

- Researched, developed, implemented, and evaluated programmatic curriculum.
- Led the planning and execution of the summer symposium celebration, ensuring timely completion and adherence to the allocated budget.
- Coordinated logistics across multiple departments, working closely with school counselors, college coaches, and program instructors to ensure the smooth program implementation, with the best student experiences possible.
- Wrote and Executed a digital art curriculum that taught students how to use various digital art- making tools, while discussing what art-activism looks like online.
- Managed program participants, including artists, career professionals, businesses, university professors, and organizations, to promote community engagement and participation with students.
- Stewarded strategic partnerships with external professionals (eg. artists, professors, diverse career professionals) and organizations (eg. NY Museum of Natural History, The MET, NYU Center for Latin American and Caribbean Studies) to provide enriching field trips and presentations for students.
- Managed guest speakers, interns, and volunteers.

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## Media Project Manager

*Thirdspace Media | 2016 - 2020 | Berkeley, CA*

- Managed the rollout of media projects supporting ideation, leading editing, and facilitating media marketing and rollout.
- Responsible for editing media that established a nuanced representation of communities of color as video and podcast editor.
- Supported marketing campaigns with production of marketing visuals.
- Supported in-person events, fundraising campaigns, and venture capital pitches.

## Nutrition Teacher

*Playgarden Prep, TriBeCa | 2018 - 2019 | New York, NY*

- Led pre-school nutrition lessons which facilitated the development of student's fine motor skills and appreciation for cooking and eating.
- Guided students through Montessori activities.
- Provided students with socio-emotional support

## Account Executive, Latin America

*Darktrace | 2017 - 2018 | San Francisco, CA*

- Established relationships with clients throughout Mexico and Central America.
- Developed an understanding of market norms, business acumen, and purchasing processes for each region.
- Collaborated with colleagues across departments to execute sales events, and conferences.
- Presented cybersecurity technology to C-Level Information Security Executives of top businesses across Mexico and Central America.
- Closed \$130,000 in Sales.
- Negotiated and Managed business contracts.

## Administrative Intern

*La Cocina SF | 2016 - 2017 | San Francisco, CA*

- Assisted the administrative manager of the organization, supported with daily administrative needs including invoicing, tracking participant hours, preparing for audits.
- Created connections with program participants, designed websites, created video content, and supported at events

## Lead Stylist, Retail

*Francesca's | 2016 - 2017 | Berkeley, CA*

- Worked with my team to help clients find a style that they loved, while developing visual displays, managing marketing, and meeting sales goals.
- Responsible for the operations of opening and closing the store as well as maintaining managerial responsibility during my shifts, as a sales lead.

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## SKILLS

<b>TECHNICAL SKILLS</b>	<b>PRACTICAL SKILLS</b>
Adobe Suite Adobe Premiere Pro Adobe Photoshop Adobe Illustrator Adobe InDesign Adobe Acrobat Procreate Canva Website Design: Wix, Squarespace, WordPress Salesforce Parentsquare Trello Monday Asana Slack Airtable Dropbo Google Suite Google Sheets Google Drive Google Mail Microsoft Office Microsoft Outlook Microsoft Word Microsoft Powerpoint Microsoft Excel Trinet Administration / Payroll Gusto Administration / Payroll IRB Qualitative Research IRB Quantitative Research Analysis of academic research Interdisciplinary Academic Research Academic Writing Curriculum Development: High School Humanities, Art, Critical Literacy, College Preparation Pre-K, 10th -12th Grade Teaching	Spanish Language (Fluent) Italian Language (Intermediate) Attention to Detail Clear & Concise Communication Creative Problem Solving Cross-Departmental Collaboration Excellent teamwork and collaboration skills in a dynamic and fast-paced environment. Flexibility and Adaptability Project Management Program Management Commitment to Diversity, Equity, and Inclusion Cultural competence and a strong track record of building equitable and inclusive programming Marketing Sales Operations Interviewing and Hiring Staff Team Leadership Meeting Facilitation Design Team Management Non-Profit Administration Education Administration Collective Organization Administration Graphic Design Visual story-telling: Film-making, photography Social Media Marketing: Instagram, TikTok, Pinterest, Facebook Social Media Management: Instagram, TikTok, Pinterest, Facebook Content Creation: Instagram, TikTok, Pinterest, Facebook Writing for Web Retail Store Management Retail Sales, Marketing Customer Service

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## **WRITING AND SPEAKING**

New York University Master's thesis about women of color and immigrant women who work at an intersection of art and activism in New York City. Susan's research focused on art from these women as a unique and essential form of social education.

Four time guest speaker for a Michigan State University Teacher Education Course. Lesson covered teaching digital humanities to high school students centering themes of critical visual literacy, including the use of social media as a tool for critical thought, community development, and free expression.

## **HONORS**

Gates Millennium Scholar, 2013 -2022

New York University 21st Century Scholar, 2017-2020