

ALLISON BELLUCCI

ALLISONBELLUCCI.COM

860.402.2071 | bellucci.allison@gmail.com | 108 Lexington Ave, Apt 5F, New York, NY 10016

Education University of New Hampshire, Durham NH Bachelor of Arts English/Journalism, minor in Dance 2017
Honors: Michael Kelly Journalism Scholarship, Dean's List, MUB Outstanding Media Publication

Experience

Kimmie Kakes Uniforms, New York, NY

Sept. 2018- present

Fashion Assistant

For over a decade, Kimmie Kakes has set the standard with a fresh and fashionable approach to employee apparel. They custom design and manufacture all clothes in New York City so they are able to ensure unparalleled quality. Clients include Carnival Cruise Lines, Four Seasons Hotel and Resorts, AKA Hotels, The Bowery Hotel, The Gansevoort Hotel, SoHo Grand Hotel, NoMad NY, LA and Las Vegas, The Standard Hotel, Nobu, Jean-Georges, New York Botanical Garden, The William Vale, The Fairmont and many more.

- Assist in projects for design production and client operations

A Wildflower Project New York, NY

May 2018- present

Founder

A Graphic Design, PR and Creative Strategy service that manages aspects of a company or individual's online presence.

AB Blog, New York, NY

Aug. 2015- present

- Write, design, create and produce all aspects of licensed YouTube channel and lifestyle blog

Jo+Jax New York, NY

Jan. 2018- Sep. 2018

Customer Service/Public Relations

- Create and design social media elements for Facebook, Instagram and Twitter with the Adobe Suite

- Monitor, read and respond to all customer product reviews

- Promptly answer all customer calls, emails and voice messages, resolve all customer-related issues

- Enter all returns into the system using Magento, Lightspeed, Authorize and Shopify and based on protocol

- Design Marketing Emails with Adobe Photoshop, Klavyio and MailChimp with corresponding social media content

The New Hampshire, Durham, NH

Sept. 2014- April 2017

Executive Editor April 2016 - April 2017

- Managed all 32 members of editorial, advertisement and delivery staff

- Chaired meetings for 30 staff members and 10 - 20 contributors weekly and oversaw twice weekly production nights

- Wrote editorial and designed front page and news page layouts with InDesign

- Redesigned newspaper brand image, fonts and graphic styles with InDesign

- Managed Twitter, Facebook, Instagram, web content using WordPress and Google Analytics.

- Coordinated media access for national political events

Managing Editor April 2015 - April 2016

Design Editor Jan. 2015 - April 2015

Contributor September 2014 - January 2015

Hawthorn Creative, Portsmouth, NH

May 2016-March 2017

Client Social Media Manager

- Created daily Facebook, Instagram, Pinterest and Twitter posts for two major clients: Opal Collection and Noble House Hotels and Resorts with Google Sheets

- Managed Little White Book wedding blog, Facebook, Instagram and Pinterest posts

Summer Intern

The New York Times, Durham, NH

Aug.-Dec. 2016

Collegiate representative

SKILLS

Graphic Design | Adobe InDesign | Adobe Photoshop | Adobe Illustrator | Adobe Lightroom | Adobe Spark | Microsoft Office | Shopify | Lightspeed | Magento | Shopify | Klavyio | Mailchimp | Basic HTML | WordPress | Sales Force | G Suite | YouTube | Audacity | iMovie | AP Style | Oxford | Google Analytics | Lifestyle Blogging | Social Media | GIFs | Photography | Arts and Culture