

Emily J. Kosova

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WORK EXPERIENCE:

Carnegie Mellon University, Pittsburgh, PA Nov. 2015 – present

Executive Assistant to the Vice President for Marketing and Communications

Manages administration of the Office of the Vice President, Associate Vice President for Strategy & Operations and the Associate Vice President for Content & Communications

Works collaboratively with campus colleagues across the University

Prepares correspondence, memos, presentations, spreadsheets or reports on behalf of the Vice President

Responsible for high-level scheduling, calendar maintenance, and meeting strategies for VP office,

Content & Communications team, and Strategy & Operations team

Serves as ambassador for the Office of the Vice President; delegates and manages multiple projects and according to VP priorities; manages sensitive and confidential information and materials

Manages and coordinates large and small-scale campus events and meetings with University stakeholders

Represents CMU brand standards throughout entirety of work duties

The Kraft Heinz Company, World Headquarters Division, Pittsburgh, PA May 2014 – Nov. 2015

Executive Coordinator, Executive Team

Administrative and organizational support to two executive leaders; Global CFO and EVP Operations

Manage complex internal and external meeting logistics and key events including board meetings, conference calls, video, audio and web conferencing

Managed travel bookings, logistics, and travel visas (domestic and international) for executives

Ensured expense reports and purchase orders are accurate, within budgets, and approved for leaders

Acted as an ambassador for leader's personal brand, and assist with personal items on their behalf

Maintained the company's positive image through all forms of internal and external communication

Maintained complex projects, requiring inputs from several sources, ensuring timely completion of tasks

The Andy Warhol Museum, Pittsburgh, PA Aug. 2011 – May 2014

Assistant Communications Manager

Maintained and cultivated press and media contacts and relationships; organized, coordinated and supervised all staff interviews with media; served as museum's press liaison and spokesperson

Responsible for all written press releases for upcoming events, exhibitions, fundraising efforts and public programming

Updated website event calendar, event listings, and web content using content management system

Assisted with writing, proofing, and editing advertising and all marketing materials with third-party vendors and designers

Scheduled and implemented social media campaigns and maintained interaction with followers and fans consistent with the museum's brand standards

City of Pittsburgh, Department of Personnel, Pittsburgh, PA Mar. 2010 – Aug. 2011

Assistant to the Director

Responsible for all scheduling, calendar requests and Director's meetings, agendas, and projects

Key contact for all correspondence, email, and mailings; effectively communicate via telephone

Coordinated departmental supply orders, special events, outings, and bulk mailings

Assisted in creating and editing documents, legislation, grant proposals, and funding requests

Pittsburgh Partnership, Pittsburgh, PA May 2009 – Mar. 2010

Program Assistant

Assistant for the 2009 Summer Youth Employment Program, City of Pittsburgh Mayor's Office

Developed and implemented organizational strategy for summer work program for over 1000 youth

Supervised and monitored worksites; maintained contact with organization representatives

The Design Center at Philadelphia University, Philadelphia, PA
Marketing Assistant

May 2008 - Dec. 2008

Assistant to Hilary Jay, Executive Director and Beth Van Why, Project Manager for DesignPhiladelphia
Prepared press packet and press contact list for DesignPhiladelphia exhibition
Wrote and revised press releases, media alerts, and various public relations publications

Philadelphia Museum of Art, Philadelphia, PA

July 2008 – Dec. 2008

Membership and Visitor Services Representative

Provided membership information through a telephone solicitation campaign
Responsible for communicating the benefits of membership to lapsed members
Provided updated exhibition and programming information to members

John James Audubon Center at Mill Grove, Audubon, PA

Sept. – Dec. 2007

Communications Intern

Assistant to Jon Hartman, Communications Coordinator
Researched, wrote, and formatted several press releases for events and exhibitions
Created computer-based volunteer newsletter publication
Conducted branding review research project using all JJAC publications and marketing materials

Erie Art Museum, Erie, PA

Summer 2004

Museum Studies Internship

Shadowed John Vanco, Executive Director; and Jillian Sheffner, Assistant Curator
Assisted in exhibition design and installation; organized public and donor events
Researched exhibiting artists for press releases and comprehensive writing projects

EDUCATION:

The University of the Arts, College of Art and Design, Philadelphia, PA

Aug. 2007 – Dec. 2008

Master of Arts in Museum Communication; Cumulative GPA 3.90

Thesis: *Institutional Transformation in the 21st Century: Creating Visitor-Centered Experiences in Contemporary Art Museums*

Sotheby's Institute of Art – London, London, UK

Jan. – May 2006

Post-Bachelor's Certificate in art history course titled 'Styles in Art'

Thiel College, Greenville, PA

Sept. 2001 – May 2005

Bachelor of Arts in Studio Art; minor in English Literature

Graduated with Summa Cum Laude distinction; Cumulative GPA 3.91

PROFESSIONAL SKILLS:

Executive administration and organization; public speaking; clear, concise written communication; editing written and web-based content and press releases; newsletter, brochure, postcard layout and design; precise and accurate data entry; ability to work well in a team environment; creative and efficient problem-solver.

COMPUTER SKILLS:

Microsoft Office programs proficiency (Word, Outlook, Excel, Access, and PowerPoint)

Video conferencing, teleconferencing and WebEx knowledge

Internet-based social media (Twitter, Facebook, Instagram, Google+)

Extensive knowledge of Hootsuite social media scheduling deck

Graphic design experience (Adobe Illustrator, InDesign, Photoshop)

VOLUNTEERING:

Associated Artists of Pittsburgh – Executive Board Member (2012 - present)

The Pittsburgh Marathon – Volunteer (2010, 2011); Corral Manager (2015)

REFERENCES:

Rick Armstrong, Director of Marketing and Communications
The Andy Warhol Museum, Pittsburgh, PA
Phone: 412-237-8339 (office)
Email: armstrongr@warhol.org

Carrie Sachse, Owner & Operator
French Street Farms, Erie, PA
Phone: 814-566-8778 (mobile)
Email: c.b.sachse@gmail.com

Judy Hill-Finegan, Director, Department of Personnel & Civil Service (retired)
City of Pittsburgh
Phone 412-260-4852 (mobile)
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