



Amber Hayes



Event Coordinator & Graphic Designer

I am a coordinator and designer specializing in experiential marketing and design. I have years of experience in event planning and production, as well as a growing portfolio of design work.

EXPERIENCE

Event Coordinator, Graphic Designer

ProfitWell

Oct 2019 - April 2020

- Plan corporate events that range from private dinners to large conferences
- Research experiential marketing strategies
- Design social ad graphics and swag

Assistant Manager

Beach Plum Inn

June 2019 - Sept 2019

- Take reservations
- Draft schedules for employees
- Website management
- Work with high-profile guests
- Assist in wedding planning & day-of management

Production Intern

Martha's Vineyard Film
Festival

June 2019 - Sept 2019

- Produce several film showings a week
 - FOH set-up
 - Run concession stand
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EDUCATION

Massachusetts College of Art & Design

Major in Studio for Interrelated Media

Class of 2021

Eventworks 2018 - 2020

Innovation Academy Charter School

High School Graduate

Class of 2017

GSA Leader 2015 - 2016



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PROJECTS

- **EventWorks:** Student-led event production group that plans and produces several events over the course of the year as a team. Examples of the events we've hosted: disco nights, raves, film screenings, artist markets, and Ted Talks.
- **Octopus Sounds:** Student-led podcast that features student skits, interviews, and announcements. I have interviewed several Boston artists, and have worked as the Social Media Coordinator for their online promotions.

SKILLS

- Adobe Suites
- Leadership
- Content Creation
- Experiential Design
- Organization
- Social Media Marketing
- Coordination

CONTACT

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