

Erin Griffith

15 Cortez Ave.
Hurley, NM
575-777-0496
erinmgriffith01@gmail.com

Skills

- Strong managerial experience in a variety of industries.
- Experience working at non-profit organizations in multiple roles and professional levels including on several grant-writing projects.
- Experience in creating, planning, and administering planning large scale projects and strategies.
- Experience in creating and fostering relationships with organizations and community members in Grant County.
- Professional level proficiency in graphic design, web development and marketing.

Technical Competencies

Common Applications: Microsoft Office, Google Office Suite, Adobe Acrobat, Adobe Creative Suite and Business Suite, ChatGPT, MailChimp, SurveyMonkey, Zoom, and much more.

Other relevant skills: Excellent technical skills, highly proficient in written language, people skills, and strong management and organizational skills.

Education

September 2008 - May 2016

SSU, Salem State University, Salem, Massachusetts

Art and Design: Interactive Multimedia Design Concentration

- A branch of the University of Massachusetts
- SSU School of Art and Design is partnered with Montserrat College of Art
- In addition to a foundational training in fine arts, the multimedia concentration covered a full traditional Graphic Design curriculum with added elements such as Web Design, Interactive Media, and Video and Animation.

Computer Science: Software Engineering

- SSU Computer Science Department is accredited by ABET- one of the most respected accreditation programs in the US for Applied Science, Engineering, and Computing. Accreditation by this organization means that all students enrolled in the CS program must meet the same prerequisite requirements as someone enrolled in a traditional engineering program.
- Course of study was strongly focused on Object Oriented development methodology and included: Foundational computer science courses such as multiple programming languages, scripting, and database design, as well as theoretical such as Data Structures and Engineering and Software Development, and 3D Graphic and data visualization classes.
- Highly successful senior project was an educational web app aimed to help beginning and intermediate science students develop problem solving strategies and was completed completely independently from concept to completion.

Experience

September 2023- December 2023

Trauma and Recovery Centers, *Administrative Assistant, Web Developer*

- Website Design
- Various administrative tasks.

July 2022- June 2023

K2 Environmental Professionals/ENPRO, *Graphic Design and Marketing Director, Remote Contract*

- Write and implement marketing plans
- Design and produce marketing materials and informational collateral
- Website Maintenance
- Social Media Outreach

Key Achievements

- Created educational handouts currently in use by the Hawaii Department of Health.
- Created multiple presentations for outreach and sales purposes

July 2022- December 2023

The Lavender Clinic, *Marketing Director, Remote Contract*

- Report to CEO
- Write and implement marketing plans

- Website Maintenance
- Oversee Social Media Manager
- Design collateral and advertising
- Develop and oversee fundraising campaign
- Assist in grant writing and research

Key Achievements

- Created successful fundraising campaigns for Giving Tuesday that exceeded projections. Campaigns included the creation and editing of online “commercials” that advertised the clinic’s services and challenges.
- Started a monthly newsletter received by donors and patients that included important healthcare related news and info on community events and clinic happenings.

May 2019- June 2022

Silver City Museum *Education, Graphics, and Exhibits*

- Develop, host, and oversee all aspects of educational programs including monthly “Family Fun” events.
- Graphic Design of all museum materials and collateral, including but not limited to all advertising, signage, displays and a full-color monthly newsletter.
- Design, development, and project management of all exhibits, both live and virtual, from concept to completion.
- Key component in planning and executing the museum’s pivot to digital programming, events, and exhibits during the pandemic shutdown.
- Collect and record data gathered from programs and events and present reports to the team that analyze and address this data.
- Develop relationships with groups and businesses in the community and pursue collaborations when possible.
- Responsible for proposing and managing budgets for the Education and Exhibits departments.

Key Achievements

- Developed and implemented a Multimedia Outreach plan to switch all museum operations to online, helping the museum to continue to serve its community and others during the pandemic shutdown.
- Played a part in the Silver City Museum’s successful push for reaccreditation.
- Initiated the museum's move to a quarterly format for all programs, exhibits and marketing. This resulted in the ability to more consistently plan, execute and publicize our programs and services.
- Created the first SCM hybrid exhibit- Arte Chicano- that utilizes QR codes on labels to connect audiences to artist video interviews on the specific pieces and an exhibit website.

- Created, hosted, and produced the successful “Storytime at the Museum” series of bilingual bedtime stories for kids during the pandemic.
 - [How Chile Came to New Mexico: Bilingual Storytime with Bayou Seco and Angelica Pa...](#)
- Speaker at the 2020 Annual New Mexico Association of Museums conference.
- Planned and hosted numerous programs and events on behalf of the Silver City Museum, including 2019 Territorial Charter Day, and one of its highlights, Burlesque Baseball.

Oct 2018- July 2019

Self-Employed *Web Design and Development*

- Meet with potential clients to determine their needs and if my services would be suitable.
- Create branding and build strategies based on the clients needs and goals and provide a contract to specify the deliverables, timeline, and budget allotted to the project.

October 2017 - September 2018

Mighty K Marketing, Silver City, NM- *Technical and Artistic Director*

- Research and write comprehensive strategies that include design and SEO audits of websites and market analysis.
- Provide consultation and oversight for all aspects of the digital and branding needs of the agency and its clients.
- Design, creation, and maintenance of client websites.
- Graphic design and development tasks as needed.

June 2017 - October 2017

Western New Mexico University- *Programmer Analyst*

- Write custom SQL scripts to interact with WNMU's Banner database for various university staff and faculty as needed.
- Write applications to better access and filter data retrieved from Banner using the Ruby programming language.

May 2014 - September 2015

Crowd News, Salem, MA- *Junior Software Developer*

- Recruited, trained, and led team of development interns working in an Agile office environment.
- Created web-based interactive tutorials.
- Planned, designed, and implemented a custom third party payment system using Amazon Payment System Java API and EC2 cloud servers.

Sept 2009 - May 2011

Private Individuals, Billerica, MA- *Personal Care Assistant*

- Assisted with day to day activities, household management and some medical needs.

September 2009 - January 2016

Auto Trader, Salem- *Production Associate*

- Layout and imaging for automotive publication

September 2009 - May 2016

Full-Time Student- *Salem State University*

February 2009 - July 2009

North Suffolk Mental Health Association, Chelsea, MA- *Program Manager*

- Hired and trained a culturally diverse staff in areas such as coaching techniques, positive reinforcement and conflict management.
- Managed all aspects of residential facilities for developmentally disabled adults.
- Provided management and supervision for 15 support staff.
- Assisted Department of Health in developing service plans for residents.

March 2006 - February 2009

LifeQuest Inc, Silver City, NM- *Job Coach- Executive Director of Residential Services*

- Certified by New Mexico Department of Health in subjects such as teaching techniques, learning styles, behavioral management, conflict resolution and de-escalation, medication administration and to plan and teach workshops and classes for all staff as mandated by New Mexico Department of Health.
- Managed all aspects of the residential services department with a staff of 25+ direct care workers.
- Conduct routine documentation and medication audits and train staff on the proper care and conduct to perform their jobs.

June 2002 - March 2006

LifeLink Foundation, Tampa, FL- *Communications Coordinator*

May 2001 - June 2002

Silco Theater- *Theater Company Owner*

May 1999 - June 2002

Zia Publishing, Silver City, NM- *Project Coordinator*