

## Objective

Experienced advertising assistant and creative mind, seeking to utilize administrative experience, technical skills, and knowledge of current trends to gain an entry level position within a creative industry.

## Experience

April 2011 – Present

**Saatchi & Saatchi**  
New York, New York

### Account Management/Planning Assistant

- Assistant to SVP & VP for Account Management – Mead Johnson Nutrition
- Assistant to Planning Department Heads – General Mills
- Daily calendar management and extensive client meeting planning
- Ensured client billables remained within budget for year
- Coordinated extensive domestic and international travel

April 2009 – April 2011

**Temporary Staffing & Freelance Photography Work**

April 2008 – April 2009

**Fitzgerald & Co**  
Atlanta, Georgia

### Brand Development Group Assistant

- Coordinated meetings, maintained calendars, and scheduled appointments for department VP and three Senior Brand Planners
- Conducted brand research for potential new clients
- Compiled expense reports and tracked reimbursements
- Created estimates, purchase orders, and processed monthly client billing
- Entered and analyzed confidential online focus group data with discretion
- Collaborated with company's Creative Department to build the Brand Development Group's website

September 2006 – August 2007

**Ogilvy & Mather**  
New York, New York

### Brand Planning Assistant

- Assisted nine people including four senior partners
- Coordinated Client and Internal meetings, maintained calendars with heavy scheduling
- Handled tracking and processing of monthly expenses for senior partners
- Arranged domestic and international travel
- Developed and maintained client files, research materials, and presentations
- Responsible for handling confidential communications and high level information with discretion

November 2001 – April 2006

**Fikes of Alabama**  
Dothan, Alabama

### Executive/Personal Assistant to President

- Maintained calendars with heavy scheduling
- Managed customer accounts for Three business locations using MS-DOS program and Quickbooks
- Distributed marketing materials to potential clients
- Prepared invoices and shipments for paper product sales
- Performed general office management duties and reception

## Personal and Professional Projects, Shows, and Awards

- **CMYK Magazine – Issue #52: Top 100 New Creatives** – Feb 2012
- **Carpaccio Magazine – Issue #32** – Featured Artist, November 2011
- **Winter In Bloom** – Featured Artist, Queens, NY Art & Music Festival – December 2011
- **Summer Nights Dream** – Featured Artist, Queens, NY Art & Music Festival – June 2011
- **Focus Project 2011 National Competition** – Featured Artist, March 2011
- **Champagne Soda** – Summer mixtape 2010 insert; Winter mixtape 2011
- **Levi/Werstler: Album photography and promotional photos** – Album released by MagnaCarta Records 2010
- **TheOnlyMagicLeftIsArt.com** – Two time Featured Artist
- **Polanoid.net** – Shot of the day 11/21/2010
- **ESCAPEINTOLIFE.COM** – Featured in article “18 Photography Tumblrs that Rock”
- **MyDailyThread.com** – Featured artist of the week, Atlanta
- **Ohmpark.com** – Promotional photos for site owner; other photos for Summer 2010 Mixtape
- **NO-FI** – Featured artist of the day
- **Chemical Gdns** – Featured artist
- **Zucot Gallery, Atlanta** – Feature in small group show
- **Big House Gallery, Atlanta** – Fall 2010 Push-Pin Show – Winner Best of Show (out of 250 other entries)
- **Successful creation of a Tumblr photoblog** – Now with over 4,500 daily followers and counting ([addyprim.tumblr.com](http://addyprim.tumblr.com))



**Adrienne C. Darnell**  
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### EDUCATION

Troy State University  
Dothan, Alabama  
Bachelor's Degree in English  
Language Arts  
Minor Concentration in Journalism

### SKILLS

Microsoft Office, Lotus Notes,  
Adobe Photoshop, Social Media,  
Mac and PC

### PROFESSIONAL WEBSITES

[www.adrienneclaire.com](http://www.adrienneclaire.com)  
[www.addyprim.tumblr.com](http://www.addyprim.tumblr.com)

Artwork from this resume owned by  
Adrienne C. Darnell

### BOOKS

**Summer Analog** -  
photography book by Adrienne  
Darnell on blurb books, July 2010

### Number Two

Photography book by Adrienne  
Darnell on blurb books, July 2010

### Awake In Dreams

Photography book by Adrienne  
Darnell on blurb books, Sept 2011