

· *◇ SHARON CARLOS VAZQUEZ ◇* ·

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Skills:

Art & Design: Adobe Creative Suite (Illustrator, Photoshop, Premiere Pro), Print & Digital Design

Digital Marketing: Social Media Strategy, Content Creation, Scheduling Tools (Later/Hootsuite), Email Campaigns (Mailchimp), Shopify, WordPress

Project & Operations: Event Coordination, vendor management, Google Workspace, Notion, Asana, Microsoft Suite

Languages: English & Spanish (fluent), Italian (basic), Korean (basic)

Experience:

Office Operations Specialist

Social And Public Arts Resource Center | Los Angeles, CA | June 2025 - Current

◇ Coordinate public programs, gallery events, & community-facing initiatives to strengthen audience engagement.

◇ Manage internal workflows, vendor communications, and scheduling to support organizational operations.

◇ Support organizational communications through newsletter creation, digital asset management, and streamlined administrative systems.

Booth Staff (Contract)

Current Electric Vehicles | Los Angeles, CA | November 2024 - Current

◇ Supported public-facing event activations, engaging attendees & promoting brand visibility.

◇ Collaborate with the marketing team to track engagement & capture event data.

◇ Ran social media challenges and community engagement campaigns across platforms.

Creative Intern

Live Nation Urban | Los Angeles, CA | August 2023-October 2023

◇ Researched cultural movements and helped develop creative concepts, strengthening community engagement for large events.

◇ Designed branded graphics & updated event assets for campaigns and digital promotions.

◇ Assisted in content production and storytelling across digital & event channels.

Production Intern

Group Effort Initiative | Los Angeles, CA | August 2022-September 2022

◇ Facilitated collaboration opportunities between members & emerging production companies.

◇ Coordinated administrative workflows to support production team operations.

◇ Researched and identified potential production pipeline partners.

Social Media Marketing Intern

Kworld Now | Los Angeles, CA | May 2020-August 2020

◇ Developed global social media content strategies tailored to diverse international audiences.

◇ Managed multi-platform campaigns & tracked engagement metrics, refining strategies through S.W.O.T. analysis to increase engagement by 3.5%

Production Intern

Hunny Beauty | Los Angeles, CA | October 2018-April 2020

◇ Collaborated with founders to produce 20+ monthly posts for YouTube, Instagram, and Facebook.

◇ Researched global beauty trends to develop culturally relevant content.

◇ Coordinated influencer-style beauty content and maintained an organized archive of digital assets.

Education:

University of California, Berkeley

Bachelor of Arts, Art Practice | May 2023