

Molly P. Nye

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(310) 924-2716

Summary: I am a driven, collaborative, creative, team player who thrives in a fast-paced work environment.

Education: Lawrence University, Appleton, WI, Bachelor of Arts, 2019

Major: Studio Art

Extra Curriculars: Varsity Men's coxswain, Lawrence University Rowing Club

Portfolio: <https://mollypnye18.wixsite.com/mollynye-portfolio>

License(s): New York Real Estate Salesperson License

Experience:

Personal Assistant Brown Harris Stevens Bridgehampton, NY December 2020-

In the past year I've worked as a personal assistant to top real estate agent, Cynthia Barrett. As a licensed assistant, my responsibilities were focused on supporting my boss in her role as a broker. Because I am licensed, I was able to assist Cynthia in every aspect of her business. I hosted open houses, accompanied prospective buyers to showings and helped draft basic paperwork such as leases, memorandum of sales, commission invoices, and helped coordinate contracts with lawyers on Cynthia's behalf. In addition to the basic real estate tasks, I also worked with Cynthia on marketing strategies, website curation, and assisted in photo shoots of listings. One of my major responsibilities was staying meticulously organized and keeping Cynthia's listings up to date on E.E.L.I.E. whether that meant copywriting, updating basic listing information or uploading new photos.

Intern

Katie Leede & Co. New York, NY January 2020- September 2020

As an interior design intern, my job required me to coordinate with both clients and vendors on a daily basis. I was responsible for picking up and returning samples, as well as meeting with representatives at our vendor warehouses to ensure that the principal designer, Katie Leede, had everything she needs for her clientele meetings. I was also responsible for the library organization of my designer's collection. In addition, I also assisted in the development of my designer's business Instagram account. Because of my background in graphic and digital design, I was responsible for my boss's summer editorial advertisements in both HC&G magazine as well as Hamptons magazine.

Social Media Consultant

Abox Collective, New York, NY Summer 2019- Fall 2019

As a consultant, I worked alongside the CEO to meticulously curate and develop Abox Collective's brand on social media platforms. For this project, I researched popular media trends to help inspire my client in choosing a direction for her company whilst advising her on how to engage an audience through her posts. Once the initial direction was decided, I worked on editing her content and images using Adobe Creative Suite and Google Drive to create a cohesive look for Abox Collective.

Intern

Teen Cancer America, Los Angeles, CA Summer 2017- Winter 2018

My internship at Teen Cancer America was in creative marketing where I worked alongside the entire non-profit organization team creating content on Adobe Creative Suite to help fundraise for adolescent and young adult cancer survivors. During my internship, I worked on projects relating to the organization's fundraisers whether that be creating flyers, invitations, or informational pamphlets to promote awareness for TCA. As a survivor myself, I wanted to create a program within TCA to help survivors with something I personally struggled with in college so, in addition to my marketing campaigns, I also initiated a plan to create an advocacy program that supports survivors academically whilst attending college.

Retail Attendant & Hostess Fairmont Miramar Hotel & Bungalows, Santa Monica, CA
Fall 2017- Winter 2018

As the lead retail associate at the Fairmont Miramar's Fig Marketplace, I worked alongside the hotel's Operations Manager and Food and Beverage Manager to create an exclusive boutique within the Miramar hotel. I was responsible for store management, monthly inventory, basic sommelier knowledge, training support staff and guest services. In addition to working at the boutique, I also assisted the Fig Restaurant as a reservationist.

Consultant R2 Dermatology, San Ramon, CA Summer 2017

Working at R2 Dermatology provided me with the opportunity to work in marketing within a new field for me, medical devices. I worked alongside the VP of Administration to market R2 to both prospective patients and job seekers using Adobe Creative Suite. I also had the opportunity to partake in conference calls which allowed me to gain additional insight as to how the company ran from behind the scenes and where the company was headed in terms of gaining interest from potential buyers.

Intern Burdette Ketchum, Jacksonville, FL Summer 2016

My internship at Burdette Ketchum was my initiation into the professional world of marketing and advertising. At BK I worked alongside the Creative Director to learn Adobe Creative Suite applications such as Illustrator and Photoshop. I used ACS applications for my biweekly project assignments in which I was tasked with developing an artificial brand from start to finish. Aside from the projects with my mentor, I also partook in the agency's meetings, brainstorming sessions and client meetings. I learned about the importance of data analytics, market research, and client perspective.

Head of Marketing Rabbit Gallery, Appleton, WI Spring 2015

The Rabbit Gallery is a student-run art gallery where students at Lawrence University have the opportunity to gain firsthand experience in how to run a gallery. As the head of the marketing department, it was my responsibility to oversee our public relations, advertisements, sponsorships and funding. I worked with my team to ensure we pulled off a seamless opening and that our gallery remained a well oiled machine throughout the next three months.