

Emily Przybylinski

Marketing & Technology Associate at Jennifer Brown Consulting

emilyaugust@gmail.com

Summary

Creative Marketing and Technology professional with strong focus on social networking and developing Web 3.0 processes for business. Recently working in Leadership and Diversity consulting with a focus on Social Media Optimization and communications design. Strong communication and graphic design skills. Also skilled in editing, research, proofreading, transcribing, and building multimedia presentations.

Specialties

social media optimization, media communications, research, personal branding, wordpress, web publishing, photography, photoshop, indesign, illustrator, innovative business presentations.

Experience

Marketing & Technology Associate at Jennifer Brown Consulting

July 2008 - Present (1 year 2 months)

Administrator at Columbia

March 2008 - July 2008 (5 months)

Assist two principle investigators in Epidemiology with multiple grants, planning, staffing, and general office management. Heavy communication with several integral entities (Columbia University, RFMH, New York State Psychiatric Institute, Institutional Review Board), as well as multiple organizations that offer the funding of the grants themselves.

Assistant to the Director of the Bard Graduate Center for Studies in the Decorative Arts at Bard College

November 2007 - March 2008 (5 months)

As executive assistant to the director, I managed her extensive calendar, contacts database, and highly confidential information relating to benefactors and donors in the art world. This was a high-profile position and I had regular contact with integral members of a global non-profit and arts-centered community.

1 recommendation available upon request

Office Manager at TaxStream, LLC

May 2006 - November 2007 (1 year 7 months)

Promoted quickly from Administrative Assistant to Office Manager, and moved on to work in marketing design, recruiting, and human resource administration. Worked closely with Sales, Business Development, and Customer Support Teams, as well with Human Resource Consultant.

Member of SHRM (Society of Human Resource Managers).

1 recommendation available upon request

Administrative Assistant, Credit Risk Management and Advisory at Goldman Sachs

November 2003 - March 2006 (2 years 5 months)

Administrative assistant to a team of 13 risk officers in the Credit Department. Travel and Expense reporting, special projects, general calendar and phone management. Worked closely with Hedge Funds Team, and managed department Policies and Procedures Manual.

Education

Fashion Institute of Technology

Graphic Design, 2007 - 2007

Activities and Societies: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Quark Xpress, Sewing classes

Monmouth University

Bachelors, Interdisciplinary Studies in English and Music, 1998 - 2003

Activities and Societies: WMCX, Monmouth Review, Residential Life, Phi Sigma Sigma Sorority, English Honor Society: Lambda Sigma Tau

Interests

Outside of my professional experience, I have a litany of creative hobbies including: photography, writing, and playing guitar. I use my photography skills to benefit various non-profit organizations centered around rock camp for girls and women, and helping rescue animal organizations.

Emily Przybylinski

Marketing & Technology Associate at Jennifer Brown Consulting

emilyaugust@gmail.com



2 people have recommended Emily

"Emily is a hard worker and her best quality is creating a process when there is none. We worked side-by-side in an "adhocracy" where we flew by the seats of our respective pants. Emily had the foresight to establish new relationships with vendors and expand her knowledge to add more value to our company. Highly recommended."

— **Ken Vasko**, *Director, Business Development, TaxStream*, worked directly with Emily at Bard College

"Emily has been one of the most memorable colleagues I have had up till this day. Only a few days will suffice anyone to realise how an amazingly dynamic, hard working and energetic person she is. Her enthusiasm and passion for work will, without any doubt, have an important positive impact on any project she will join. She can easily adapt herself to any team and her incredibly creative skills will constantly bring along a whole new range of valuable ideas to important assignments. I highly recommend Emily to any future potential colleague and can certify, without any hesitation, that she will become a valuable asset to any team project."

— **Killian Levacher**, *Software Engineer, TaxStream, LLC*, worked directly with Emily at TaxStream, LLC

[Contact Emily on LinkedIn](#)