

C. M. Ruiz

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Totokaelo - *Shipping Manager, Creative*, 2011 - 2018

- Developed early inventory system responsible for reduced shrinkage.
- Responsible for fulfillment operations and troubleshooting between customer service, clients, shipping organizations, and point of receipt
- Customer service officer assigned to completing daily task lists, corresponding with clients over email and phone, and troubleshooting problems across a wide spectrum for best solutions - trained in some Salesforce, mostly using custom Totokaelo IP software interface
- Design and illustration of Totokaelo Man identity printed matter and collateral materials
- Handled daily earnings and reconciled amounts to lead book keeper
- Analyze overall business performance based on monies earned, creating multiple charts and implementing protocol designed to track sales trends and key financial drivers
- Assigned as Assistant HR Officer. Responsible for assisting job posting drafts, job postings, screening interview applicants
- Strong communication skills with the proven ability to be a liaison between management, creative, and sales

PR Flea Market - *Creative Director, Producer*, 2015 - Present

- Create production lead up schedule and budget design
- Stage Managed daily talent including bands and DJs
- Directing and organizing vendors to their assigned spaces
- Design printed promotional materials and design marketing rollout
- Managing up to 80 volunteers at a time for pre-market cleanup effort
- Point of Contact for trash removal and delivery companies, lease holders. and PRFM
- Lead post market clean up and load out to minimize our footprint

20 Week Production, 4 Day Occupancy, 2 day Event

45,000 Sq Ft, 221 Vendors, 11,900 Visitors

Nii Modo - *Artistic Director, Executive Producer, Curation Specialist*, 2006 - Present

- Working closely with other category director to maintain design direction
- Developing original concepts and campaigns for each client's specific need
- Ensured timely completion according to the development calendar
- Production of printed matter for marketing strategies and promotional giveaways
- Complex travel and calendar management with domestic and international travel involving art installation, performances in multiple locations and working with talent and their agents as well as venue staff
- Working as part of a team with printers, photographers, stylists, illustrators, web developers, marketing specialists and other designers
- Head Web Manager and Content Developer for brand website, promotional outreach, social media
- Developed training courses and guides for interns based on projects
- Curating arts exhibition space in Downtown Seattle location involving no less than 50 artists
- Founding multiple galleries focused on presenting works by POC, womxn, and first time exhibitors
- Securing long term leases with private redevelopment companies and The City Of Seattle for cultural event spaces and neighborhood enrichment programs

Creative Internships include

Sub Pop Records (2006-2008), IDEO (2014), Wexley School For Girls (2015)