

# Harlee Mollenkopf

## Junior Creative

### Contact

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### Education

- 2019 Master of Fine Arts in Studio Art  
Mills College
- 2017 Bachelor of Fine Arts in Studio Art, Summa Cum Laude  
Kenyon College

### Experience

- Present Partners & Spade, *Creative Assistant & Junior Designer*
- Support to Managing Director and Creative Team in a multitude of capacities. Tasks include digital mockups, web page building and asset management.
- Present BOOK/SHOP, *Manager*
- Leader to a small team of retail associates with daily oversight of in-store operations and online order fulfillment. Also director of E-Comm photography and copy, email marketing and frequent creative projects.
- 2020 Modernism, *Gallery Assistant*
- Support to the Director in updating records (collections, shipping and consignment), copy editing (press releases, press listings, newsletters and social), and photo-documenting exhibitions and artworks to produce print visuals.
- 2019 Mills College, *Graduate Teaching Assistant*
- Assist head professor in generating course material, giving lectures, demonstrations and critiques while guiding students in use of darkrooms, digital printing labs, and editing software.
- 2017 Gund Gallery, *Curatorial Associate*
- Student assistant in curation and installation of exhibitions, pop-ups and a student art-loan program.

### Skills

Visual Branding  
Retail Operations  
E-Comm & Digital Marketing  
Exhibition Design  
Photography  
Post Production  
Printing  
Fabrication

### Software

Adobe InDesign  
Adobe Illustrator  
Adobe Photoshop  
Adobe Premiere Pro  
Figma  
Shopify  
Wordpress  
Klaviyo  
Mailchimp