

Helen Gynell

portfolio and writing samples at helengynell.com
gynell@gmail.com

Able to leap tall buildings in a single bound (with a really big trampoline). **Adobe Illustrator, In Design, and Photoshop CS4 | Microsoft WORD | Adobe Acrobat Professional, HTML/XHTML using Front Page and Dreamweaver | Excel | Outlook | PowerPoint | Access | Constant Contact | SWISHmax | Intuos 2 Tablet**

social media

- **blip.fm** whoboo • **facebook** • **foursquare** • **linked in** • **tumblr** helenschmelen
- (power) **twitter** @helenschmelen @actionmoviefrea @whatsgoodmiami
- **youtube** helenschmelen actionmoviefrea

experience

Coral Gables Community Foundation, Coral Gables, FL December 2008--present

Design and Writing: monthly newsletters, Miami Herald Neighbors ads, brochures, flyers, folders, invitations, logos, postcards, etc., posts to Facebook Group and tweets for twitter account, website maintenance

Free-Lance Writer and Designer July 2008–December 2008

Website Design in Illustrator—mock-ups for prospective clients (home page, blog page, property view, search results, about us), and community profile pages (research and writing); blogging

Esslinger•Wooten•Maxwell, Inc., Realtors®, Coral Gables, FL September 2000–June 2008

Executive Assistant and Legal Coordinator

Website Design and Maintenance of Company intranet site (ewmrealtors.com) and external site (ewm.com), real estate and in-house forms, recruiting packet, welcome packet, website content, blog posts, advertising list and deadline calendar, cultural calendar; **Marketing and Promotional Items:** designed awards, banners, brochures, bus benches, calendars, flyers, Frisbees, invitations, key chains, magnets, mouse pads, newsletters, postcards, shirts, signs, stickers, tote bags, trophies; **Cyclical Events Planning:** Christmas Party; Annual Awards Ceremony (theme, invitations, programs, catering, awards, and giveaways); Managers' Meetings and Retreats; Listing Contests (theme, instructions, materials, prizes, web site posts); Special Events (lecturers, corporate sponsors, luncheons, meetings, training sessions); Legal Seminar (speakers, program, luncheon, materials); **Escrow Disputes, Board Complaints, Lawsuits, and Subpoenas for Records** processing (reviewed and logged all agent file materials, summary sheet, forms to State, funds and/or materials to attorneys or to the court); monthly legal Newsletter as support to General Counsel

Marketing Coordinator Data entry under deadline on various sized ads in multiple publications; special events and filler ads

The Container Store®, Miami, FL October 1999–September 2000

Salesperson (Full-time Salaried Status) Retail sales as part of a team meeting daily sales goals; inventory control; cashier; operation, maintenance, and repair of all machines; closet planning (elfa®) and cutting; in-home Skandia™ installations; responded to all comment cards

University of Miami School of Law, Coral Gables, FL January 1996–March 1999

Coordinator II for 3 graduate law programs: Estate Planning, Real Property Development, Taxation (20-60 students / 11-15 instructors per program) brochures/related materials; telephone/written inquiries fulfillment via direct mail; class materials; student mail boxes; class schedules; confidential duplication, storing, and proctoring of exams; design and implementation of database systems to track: current and past students, instructors, community contacts, and vendors; submitted grades; scheduled appointments; special events; transportation for large groups; reservations for out-of-town instructors

education

University of Miami, Coral Gables

Attended part time while working: Earned approximately 145 credits / Communication Major, Literature Minor

Miami-Dade Community College, Downtown Miami Campus

Associate in Science in Hotel and Restaurant Management

Coral Gables Senior High School