

Timothy Welch

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Work Experience



Front Desk Attendant & Marketing Assistant – The Lodge at Cloudcroft – 07/2021 to 12/2023

In addition to my duties at the front desk, I was responsible for assisting the Sales Manager in marketing of the resort. I standardized and created the branding presently in use at The Lodge, grew our Facebook & Instagram accounts significantly by creating engaging content, started a Threads account, updated our website to better reflect the resort, and coordinated with other companies to set up keystone events.



Programming Director of Animation – Las Cruces International Film Festival – 08/2020 to 12/2020

This part-time position allowed me to solicit animated short films into the 2021 Las Cruces International Film Festival. Of particular note, I was able to contact Sega and arrange for their animated Sonic the Hedgehog film "Chao in Space" into the festival.



Social Media Assistant – Department of Journalism & Media Studies, NMSU – 08/2020 to 12/2020

I was responsible for a general overhaul of the department website as instructed by the department head and created weekly social media content that successfully engaged students during the height of the COVID Pandemic. This position also involved phone communication, office filing, and other tasks as assigned by JMS Professors.



Social Media Assistant – Creative Media Institute, NMSU – 08/2019 to 05/2020

This position involved creating weekly content for students to engage with such as trivia, student work showcases, quotes, and so on. I also updated the branding for CMI's social media channels and posted Alumni Spotlights to our webpage.



Social Media Assistant – WAVE Program, NMSU – 08/2018 to 05/2019

In this position I created a majority of the flyers, infographics, and posts for NMSU's Wellness, Alcohol, Violence Education Program (WAVE). I was also responsible for covering NMSU Health and Wellness events on the college's social media channels: Facebook, Twitter, Snapchat, YouTube and Instagram.

Education

Bachelor of Creative Media – Animation & Visual Effects – 12/2020

Minor in Digital Filmmaking

Associate of Applied Science – Computer Science – 05/2016

Specializing in Web Mastery

Relevant Skills

Adobe Photoshop • Adobe Illustrator • Adobe After Effects • Adobe Premier • Canva • YouTube Content Creation • Facebook • Twitter • Instagram • Threads • Discord • Windows OS • Mac OS • Android OS • WordPress • HTML 5.0 • CSS • Marketing Outreach