

# RICHELLE KOTA

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Highly meticulous professional with 10+ years of diverse experience in journalism, youth arts education, museums, local political organizing, and academic research in contemporary arts and culture. Exceptional creative writer and editor with an eye for grammar, syntax, word choice, spelling, and punctuation. Demonstrated success in actively pursuing and writing stories from the first draft to the near-perfect final draft. Familiar with the visual art world and important developments in the arts and culture sector. Possess excellent communication, interpersonal, organizational, and time-management skills with faculty to forge close-knit relationships with diverse groups of key stakeholders, sources, and writers.

## SKILLS

- Professional Editing and Reporting
- Strategic Planning and Execution
- Effective Communication
- Comprehensive Fact-Checking
- AP Stylebook and Chicago Manual of Style
- Content Development and Management
- Adaptable Team Member
- Spanish, Portuguese, and Liberian Koloqua

## SOFTWARE AND HARDWARE

- Software Suites: Adobe programs, Google Docs, Microsoft Word
- Social Media: Instagram, Twitter, TikTok, LinkedIn, Substack, WordPress
- Additional Software: Canva, Calendly, Notion, Zoom
- PC and Mac iOS
- HTML and CSS

## PROFESSIONAL EXPERIENCE

### Freelance Writer and Creative Consultant

*Richelle.Work (Self-Employed), Philadelphia, PA*

*May 2014– Present*

Pitching, researching, transcribing writing, editing, and photographing for stories, articles, essays, prose poems, and blogs in-line with mission of client. Effectively communicating with clients to provide creative services that include writing, editing, and consulting. Responding professionally to edits of client.

- Managing services, invoices, schedules, social media, and public relations with multiple high-profile organizations and individuals, resulting in a 40% increase in new clients.
- Strong collaborative team player, excelling in fast-paced, deadline-driven entrepreneurial environments.
- Using entrepreneurial mindset to develop and maintain network of 2000+ professional contacts

### Associate Producer

*Circle Square Studios, Philadelphia, PA*

*April 2022–June 2022*

Autonomously managing ad hoc tasks in multi-faceted role under tight deadlines. In-house “Soup-to-Nuts” business model catering to needs of major clients and minor clients in varying industries. Editing copy drafts for structure and flow.

- Staging drafted social media posts and articles for LinkedIn, Instagram, and WordPress- ensuring image captions are formatted according to house style
- Finding appropriate static or motion images and securing image rights/permissions to increase visibility and influence on LinkedIn, Instagram, and Tiktok

### **Teaching Artist**

*The Philadelphia Museum of Art, Philadelphia, PA*

*June 2021–December 2021*

Developing unique curricula based on current exhibitions like Faith Ringgold's "Sunflower Quilting Bees at Arles" with Philadelphia Museum of Art through the Department of Family Programs and Early Childhood School Programs.

- Cross-collaborating with Philadelphia Parks and Recreation Centers, reaching over 500 children and achieving 100% satisfaction from supervisors and recreation center staff
- Promoting cross-cultural understanding and appreciation through art workshops for diverse student populations, resulting in a 65% improvement in cultural awareness and inclusivity

### **Teaching Artist-in-Residence**

*The Print Center, Philadelphia, PA*

*August 2021–January 2022*

Taking ownership by developing and refining multidisciplinary curricula for public high school students across School District of Philadelphia. High level of accountability in role -managing materials stipends, providing instruction, and effectively prioritizing student needs.

- Incorporating 15-minute meditation at beginning of class periods, resulting in a 35% improvement in student participation and 50% increase in class and instructor satisfaction
- Utilizing technology and smooth communication with instructors and supervisors, causing a 15% reduction in paperwork errors and improved program coordination

Undergraduate Research Fellow, Department of American Studies

*Discursive Black Netnography: Curating Trauma Through Humorous Internet Memes*

*University of Iowa Graduate College, Iowa City, IA*

*June 2017 - August 2017*

Conducting self-directed humanities research in collaboration with supervision from Dr. Deborah Whaley resulted in developing and presenting one research paper. Exhibiting a deep interest in the intersection of arts and activism and the ability to think beyond traditional ideas of art (memes, visual culture, etc.)

- Actively participated in daily symposiums, significantly improving GRE test-taking skills and achieving a 15% higher score compared to the initial practice test.
- Crafting a compelling research poster that received engaging feedback during its presentation at the 2017 Women, Gender, and Sexuality Research Symposium.
- Demonstrated strong communication skills by maintaining a WordPress blog throughout the research experience, providing valuable insights and garnering a dedicated online following.

### **Community Medical Interpreter Certificate- 60 hours (PSI)**

*Quantum Inc., Philadelphia, PA*

*August 2019*

### **Bachelor of Liberal Arts, Major: Spanish Language, Literature, and Linguistics, Minor: Art History (BA)**

*Temple University and Tyler School of Arts, Philadelphia, PA*

*May 2018*

- Honors: Cum Laude, Distinction in Major, University Honors Program
- IES Madrid Spain Study Abroad Program, Fall 2016

*Additional experience as Undergraduate Research Fellow, Office Clerk, General Substitute Teacher, and Student Blogger at esteemed organizations.*