

Ellen C. Stedfeld

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Creative professional who innovates for every situation, observant and detail-oriented, dedicated to excellence, education and entertainment, community enrichment.

Visual / Graphic Arts

- Strong observational drawing in pencil & ink
- Fast sketches of live performances and events
- Fun illustrations for picture books and comics
- Portraits, pets, characters, customized artwork
- Uniquely lettered calligraphy and typography
- Original story concepts told in zines & essays
- Interactive art workshops and gallery exhibits

Customer Service

- Greet and guide customers through all options
- Cordial yet clear on rules and safety protocol
- Open POS work orders, checkout at registers
- Research items to provide informed answers
- Offer recommendations; place special orders
- Facilitate lectures, parties, meet-ups, signings
- Mindful solution-seeking, positive teamwork

Products & Orders

- Receive, restock, return products; arrange shelves and displays by specified categories
- Sort and clearly label stock with names, sizes, SKUs, main features, for accurate selection
- Navigate internal programs or policies to track inventory, shipping records, customer requests
- Use digital pick & pack flow to select and package items for 2Hr, Same / Next-day, UPS delivery
- Follow detailed packing instructions for each client, solve / report any discrepancies in our system

Technology Skills

- Tools: Mac & PC computers, scan / print / copiers, tablets, digital cameras, Wacom graphics tablet
- Admin: Google Workspace, Microsoft, LibreOffice, Dropbox, filing and organizing programs, etc.
- Design: Adobe Creative Suite / Cloud for digital painting, photo editing, layouts, printed products
- Online: Build and arrange websites with Wix, Blogspot, and similar content management services
- Payments: Using portable credit card readers like Square; sending funds via Venmo, Zelle, PayPal
- Apps: When I Work, Sling, Slack, ADP, Homebase for schedule / clock in / messages, Class Dojo
- Exploring the potential of 3D printing and VR/AR at conferences, classes, and pop-up art exhibits

Office Administration

- Manage communication, draft and edit mailings
- Update websites, compose / compile newsletters
- Maintain current member files (printed + digital)
- Revise digital presentations; take meeting notes
- Assemble dynamic spreadsheets of essential data
- Prioritize daily duties, weekly and monthly goals
- Effectively organize front desk, offices, supplies

Teaching / Childcare

- Plan, direct, assist with all-ages creative classes
- Aid 2yr-olds class with crafts, play, live animals
- Nursery worker in churches, local moms groups
- Personal tutor, improved writing and confidence
- Computer teacher 1-12 grades, MS/HS electives
- Daily after-school art activities for 1-5th graders
- Engaged art-making team at kids' special parties

Employment Overview (New York, NY)

Independent Artist as Ellesaur Arts, specialized creative projects, live sketch journalism (Ongoing)
Program Staff at StreetLab, Play/Build/Draw/Write/Explore neighborhood pop-ups, May 2022 – Present
Childcare Assistant for ACC, Redeemer, Connection, now One Community Church, June 2015 – Present
Art Instructor for Snapology with The After-School Collective in public schools, Dec 2021 – Oct 2024 +
Visitor Engagement via Forrest Solutions at INTER_ art/tech, MoMA museum, Dec 2023 – June 2024
Teaching Artist with Claire’s Creative Adventures kids classes and parties, May 2019 – May 2024 +
Teaching Artist with The Blue Bus Project community workshops, June 2017 – Oct 2022 (Seasonal)
Brand Ambassador for ATN Event Staffing at concerts, stadiums, and conferences, July 2021 – Oct 2022
Desk Associate, Assistant Teacher at The Art Farm children’s educational center, Summer 2021 (Seasonal)
Fulfillment Associate at Ohi Technologies e-commerce micro-warehouse, May 2020 – Feb 2022
Children’s Bookseller & Shipping Assistant at Books of Wonder, May 2019 – Oct 2020 reduced hours
Crew Member at the SeaGlass Carousel with Ride Entertainment, April 2019 – Oct 2019 (Seasonal)
Computer Technology Teacher + art/tech electives for Evangel Christian School, April 2018 – March 2019
Program Assistant for Main Street Theatre & Dance Alliance, Sept 2017 – Aug 2018 + additional support
Conference Administrative Coordinator for Redeemer Presbyterian Church, Feb 2018 (Temp)
Property Administrative Assistant for Carmine Properties, files and spreadsheets, Summer 2017 (Temp)
Magazine Merchandiser / Team Leader for Liberty One Delivery Consultants, April 2015 – April 2018
Associate Creativity Enthusiast (A.C.E.) at Make Meaning family art experiences, Nov 2011 – Aug 2013
NY Chapter Administrator & National Aide for Graphic Artists Guild, Oct 2009 – Dec 2011
Bookseller at Barnes & Noble Fifth Ave, Main Floor and Newsstand, Sept 2008 – July 2009
Studio & Office Assistant for Triangle Arts Association, Summer 2005 (Internship)

Education and Certifications

Maryland Institute College of Art (Baltimore, MD)

Bachelor of Fine Arts 2008 // Illustration major with Book Arts concentration, Art History minor

NYU Summer Courses: Modern Art and Contemporary Culture, Intro to Museums & Galleries of NY

Mass Art Pre-College Summer Studios with Fashion and Comics electives (Boston, MA)

Fiorello H. LaGuardia High School of Music & Art and Performing Arts (New York, NY)

Regents Diploma 2004 // Fine Art concentration

Working Artists Initiative; Ministry Fellows Program at City Seminary of New York, 2014-15

American Red Cross Certification in Adult and Pediatric First Aid/CPR/AED, January 2020 + prior

Memberships & Involvement

Graphic Artists Guild, Society of Children’s Book Writers & Illustrators (SCBWI), Freelancer’s Union, Long Island City Artists (LIC-A), Women in Comics Collective (WinC), Redeemed Writers Group

- Guest artist at Kids Comic Con: incl. 2020 online drawing w/ interview by puppet, 2022 science demo
- Awarded the City Artist Corps grant: conducted crafting workshop within a community garden 2021
- Volunteer at Culture Lab LIC, MoCCA comic arts festival, Press for The Beat at NY Comic Con 2023/4
- Presenting artwork and poetry at fairs, festivals, faith retreats, salon nights, benefit concerts, galleries

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