

AMIRA MALCOM

(317) 919-6401 / amira.malcom@gmail.com / Indianapolis, IN /  

SKILLS & PROFICIENCIES

Adobe Creative Cloud + Trello + Wordpress +
Microsoft 365 + Mailchimp + TweetDeck + Slack



communication editing project management writing research social media
aesthetics photography client services visual art creative thinking advocacy

EXPERIENCE

Hello! I'm a business professional with an academic background in fine and digital arts, and expertise in media production, client relations, and design. I have experience with scoping, creating timelines and road mapping projects. I also have experience building relationships with internal and external vendors, delivering status reports, and leading stakeholder meetings. I love finding opportunities to support organizations focused on technology, creative media and the arts!

CENTER FOR BLACK LITERATURE & CULTURE @ CENTRAL LIBRARY

Manager, Center for Black Literature & Culture (Interim) | Apr. 2022 – May 2023

CBLC Multimedia Project Manager | Jan. 2021 – Apr. 2022, - May - Aug. 2023

- Authored standard operating procedures for the department, implemented task tracking and record keeping workflows that increased reporting accuracy
- Executed 30+ unique events and programs curated to community needs and library goals, including a partnerships with Newfields, the YMCA, and other groups
- Developed strong relationships with community partners and stakeholders to secure permissions for exclusive media and funding for content creation and maintenance
- Assessed Foundation resources and budget portfolio in excess of \$500,000 with upper management and team to determine scope of capital improvements
- Directed and advises a team of 5+ to execute events, manage finance workflows, create topical content, and maintain day to day support operations

DIVERSITY MBA MAGAZINE

Senior Project Coordinator | Oct. 2020 – Jan. 2021

Project Coordinator | Aug. 2020 – Oct. 2020

- Engages in weekly touchpoints with CEO and web partners to compose and curate written content for web updates
- Manages relationships with high-level corporate stakeholders as part of organizing a multinational virtual conference and engaging with award honorees
- Leads a small team to develop best practices for multiple company-wide projects

BIG CAR MEDIA INC.

Executive Programming Assistant | Feb. – May 2020

- Assisted programming director in coordinating and facilitating client meetings, gallery/site tours, and contract signings
- Conceptualized and produced custom design work for public signage and branding endeavors under the tutelage of design staff
- Organized communication with vendors for outdoor placemaking events

TREVOR ROMAIN COMPANY

Social Media Intern | Oct. 2019 – Feb. 2020

- Designed engaging online content for award-winning children's media company
- Composed and maintained scheduling of posts for major social media outlets
- Coordinates weekly with Media Director to create and implement new marketing strategies – resulting in double digit increases in engagement percentages in 2019

EDUCATION & CERTIFICATES

INDIANA UNIVERSITY – PURDUE UNIVERSITY INDIANAPOLIS, 2022 – '25

IU School of Informatics & Computing | Master of Library Information Science

Lilly Family School of Philanthropy | Master of Philanthropic Studies

INDIANA UNIVERSITY – PURDUE UNIVERSITY INDIANAPOLIS, 2013 – '18

IU School of Informatics & Computing | Bachelor of Science | Media Arts and Science

Herron School of Art & Design | Bachelor of Fine Arts | Photography

Concentrations in art history, video/audio production and storytelling

GOOGLE PROJECT MANAGEMENT: PROFESSIONAL CERTIFICATE, AUG '24

GOOGLE DATA ANALYTICS: PROFESSIONAL CERTIFICATE, MAY '24

VOLUNTEER & COMMITTEES

LUDDY ALUMNI BOARD @ INDIANA UNIVERSITY

Student Involvement Subcommittee | June 2023 - Present

- Works with staff and university stakeholders to develop engaging practices for current student and alumni of the IU Luddy School of Informatics and Computing

HISTORIC PRESERVATION COMMITTEE @ CROWN HILL CEMETERY

Member | June 2023 - Present

- Advises Director in annual pursuits of preservation work, interpretation, maintenance of unmarked graves, etc. of African Americans buried at Crown Hill

AFRICAN AMERICAN HISTORY COMMITTEE @ INDIANAPOLIS PUBLIC LIBRARY

Member | Jan. 2021 - August 2023

- Collaborated with Library staff to develop specialized Library programming and was main liaison with Center for Black Literature & Culture

PROFESSIONAL & STUDENT CHAPTERS COMMITTEE @ ACM SIGGRAPH

Liaison, North American Professional Chapters | Jan. 2019 - Present

- Primary contact for chapter leaders in the US, Canada, and Mexico; assists with chartering processes, regional chapter events and organizational development

DIVERSITY, EQUITY AND INCLUSION WORKING GROUP @ IUPUI

Alumni Chair, IU School of Informatics and Computing | Oct. 2018 - Present

- Collaborates with staff at the IU School of Informatics and Computing at IUPUI to develop meaningful inclusion initiatives and policies for students and faculty

AWARDS & RECOGNITION

WILMA GIBBS MOORE SCHOLARSHIP

IU School of Informatics and Computing | 2022

COMMUNITY INVOLVEMENT STAR AWARD

Indianapolis Public Library | 2021

TOP 100 NOMINEE

Indiana University - Purdue University Indianapolis | 2018