

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

CBLC Multimedia Project Manager | Jan. 2021 – Present

- Manages a multi-disciplinary team of 6 senior managers to deliver fully developed iterations of multimedia kiosks and associated web presences
- Plans and executes research, design, and copywriting for over 30 individual stories and interactive experiences relative to Indiana Black history
- Develops strong relationships with community partners and stakeholders to secure permissions for exclusive media

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

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

VOLUNTEER & COMMITTEES

PROFESSIONAL & STUDENT CHAPTERS COMMITTEE @ ACM SIGGRAPH

North American Recruiting & Membership Liaison | 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