

# DAVID THOMAS COONS

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## EXPERIENCE

### **Executive Assistant to CEO, Avodah / New York, NY / January 2021 - November 2023**

- Manage and provide administrative support to CEO (scheduling, logistics, managing email, etc.)
- Liaison to Board of Directors, coordinating and running quarterly board meetings, managing CEO/staff to produce reports monthly and quarterly
- Primary point of contact for internal/external stakeholders, supervising senior/general staff in project management, overseeing special projects

### **Alumni Relations Specialist, CU Boulder Hillel / Brooklyn, NY / April 2020 - December 2020**

- Built an Alumni community, database, and program from the ground up
- Created marketing strategies for outreach/engagement, built alumni contact list, engaged in community outreach, and social media marketing (Facebook, LinkedIn)

### **Executive Assistant, Rockwell Group / New York, NY / October 2018 - August 2020**

- Managed all aspects of work and personal life of President/Founder
- Coordinated domestic/international travel, meetings/conference calls, daily schedules, transportation, managed tasks/projects closely with senior/administrative staff, and PR/graphics teams
- Liaison between President and external contacts/clients/250+ company employees
- Organized personal events/holidays, helped with home activities, assisted family members and employees of the family

### **Head Photographer, JCC Ranch Camp / Elbert, CO / May 2018 - August 2018**

- Photographed/edited/uploaded 100-300 images daily of 70-150 campers/50 staff
- Submitted 11,000 final edited photos at end of season to the organization
- Supervised staff photographers, mentored staff-in-training, supported fellow senior staff members/counselors, assisted in running daily programming/office administration, and supervised campers

### **Assistant to Photographer, Keith Glassman Photography / Tel Aviv, Israel / Sept 2016 - Feb 2017**

- Assisted in photo production (set up and takedown of sets for shoots, studio hand with lighting and equipment, composed sets and products) and general studio and administrative work
- Retouched and edited photos in post-production (Photoshop, Lightroom)
- Worked directly with clients, models, photographers, designers, and photo editors

### **Freelance Artist / 2015 - Present**

- Working in various mediums, predominantly in photography and illustration. Body of work can be seen on my website: davidtcoons.com

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## SKILLS / TOOLS

- Adobe Creative Suite (Photoshop, Lightroom, Illustrator)
- Google Suite and Microsoft Office Suite
- Administrative Systems (CRM: Salesforce, Asana, Concur, Canva, Zoom, Wordpress, Squarespace)
- Content Creation/Social Media Savvy (IG, Twitter, FB, TikTok)
- Fine arts - Predominantly: Photography, Illustration. Experience in: ceramics, wood, metal, paint, digital
- Photo Production (Styling, Studio Lighting), Photo Editor/Retoucher, basic Graphic Design
- Mac/Windows platforms
- Executive and artist assistance
- Office administration
- Scheduling, travel booking
- Project management, event management
- High-level of discretion and professionalism
- Supervision/Managing up
- High-attention for detail
- Excellent interpersonal and communication skills
- Excellent organizational and time-management skills
- Calm/collective under pressure

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## EDUCATION

### **University of Colorado, Boulder, CO // 2012-2016**

BA in Studio Art (Photography and Digital Arts)

BA in Jewish Studies

### **University of Glasgow // 2015**

**Glasgow School of Art // 2015**

Semester abroad in Glasgow, UK