

Tim Eterno

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(847) 899-7344 Brooklyn, NY

PROGRAM SKILLS

ADMINISTRATIVE: Google Office Suite, Microsoft Office Suite, Keynote, Salesforce CRM, Sprout Social, Hootsuite, Mailchimp, Trello, Slack, Zoom
ARTISTIC: Adobe Creative Suite (Photoshop, Illustrator, InDesign), Premiere Pro, Audacity, Clip Studio Paint, Canva, Wix, Instagram, Twitter

PROFESSIONAL EXPERIENCE

Substitute Teacher **April 2025 – Present**
New York City Department of Education (Brooklyn, NY)

- Serving students across Brooklyn Districts 15 and 17 (elementary, middle, and high schools) as a substitute teacher by assignment
- Comprehending and executing teacher-provided lesson plans. Delivering presentations and lectures, discussing course material, leading activities, and assisting students with in-class assignments
- Coordinating directly with classroom assistants, teachers, and academic staff to help achieve learning objectives for the classroom

Director: Animated short film **December 2021 – May 2024**
GARAGE SALE

- Hired and coordinated a team of 25+ contributors: animators, artists, background designers, voice actors, and music composers
- Conducted frequent progress checks and feedback sessions on an individual level, led weekly team meetings to discuss goals and initiatives
- Developed a visual style guide to function as a reference for character design, expressions, and movement
- Authored the film's script, illustrated the storyboard, voiced the lead character, and contributed audio editing
- Managed all publicity for the film including trailer production. Submitted the film to various regional and international film festivals
- Amassed over 100,000 views on YouTube, won several awards from film festivals including ASIFA Hollywood's Student Showcase

Design Fellow **January 2024 – May 2024**
Bohlsen Group, LLC (Indianapolis, IN)

- Designed creative for clients' digital ad campaigns (static and video) and layouts for company business proposals and press releases
- Produced, edited, and created graphics for "[Taking Care in Business](#)," a monthly client podcast. Published podcast on Spotify, Apple Podcasts, and on Bohlsen Group website; created promotional posts on LinkedIn

Marketing Intern **August 2023 – December 2023**
The Eiteljorg Museum of American Indians and Western Art (Indianapolis, IN)

- Created materials for paid advertising campaigns in digital markets via television, radio, and billboards
- Generated more than 11,000 total engagements across three social media pages, an 138% increase over previous quarter
- Copywrote press releases, blogs, and newsletters. Researched and compiled content for social event calendar, designed to inform 500+ museum members and contributors about upcoming events
- Captured photography and videography of museum events to integrate into promotional content

Communications and Marketing Intern **January 2023 - May 2023**
Downtown Indy, Inc. (Indianapolis, IN)

- Promoted city partners' events via three social media platforms and engaged in event planning. Networked with media contacts to spread publicity to Indianapolis citizens and drive traffic to DowntownIndy.org
- Managed three social media accounts and generated more than 60,000 total engagements
- Created original promotional artwork to supplement social media initiatives and advertise special events
- Copywrote weekly digital newsletters, press releases, and blogs
- Performed data entry and data cleansing regarding active Downtown Indy partner organizations

Marketing and Communications Intern **August 2022 – December 2022**
Launch HOPE Foundation (Indianapolis, IN)

- Copywrote and created layouts for press releases and blogs outlining company news and initiatives
 - Developed marketing campaign for "Kiki's Collections," an independent dog-apparel brand. Designed a website and graphics for social media advertising, determined crucial sale locations, outlined sales strategies, and captured photography of products for online retail listings
 - Compiled media contacts and established connections with media networks
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EDUCATION

Butler University **August 2020 – May 2024**
B.A. – College of Communication (Indianapolis, IN)

- Organization and activities: Honors Program, *The Butler Collegian* Staff Cartoonist, *Manuscripts* literary magazine editor, Speaker's Lab Tutor, Butler Bands Public Relations Executive, *Sandbox Student Productions* Media and Marketing Executive, D.E.I. Advisory Board, Butler Improv Troupe Captain