

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 New York City Department of Education (Brooklyn, NY)	April 2025 – Present
<ul style="list-style-type: none">Serving students across Brooklyn Districts 15 and 17 (elementary, middle, and high schools) as a substitute teacher by assignmentComprehending and executing teacher-provided lesson plans. Delivering presentations and lectures, discussing course material, leading activities, and assisting students with in-class assignmentsCoordinating directly with classroom assistants, teachers, and academic staff to help achieve learning objectives for the classroom	
Director: Animated short film <u>GARAGE SALE</u>	December 2021 – May 2024
<ul style="list-style-type: none">Hired and coordinated a team of 25+ contributors: animators, artists, background designers, voice actors, and music composersConducted frequent progress checks and feedback sessions on an individual level, led weekly team meetings to discuss goals and initiativesDeveloped a visual style guide to function as a reference for character design, expressions, and movementAuthored the film's script, illustrated the storyboard, voiced the lead character, and contributed audio editingManaged all publicity for the film including trailer production. Submitted the film to various regional and international film festivalsAmassed over 100,000 views on YouTube, won several awards from film festivals including ASIFA Hollywood's Student Showcase	
Design Fellow Bohlsen Group, LLC (Indianapolis, IN)	January 2024 – May 2024
<ul style="list-style-type: none">Designed creative for clients' digital ad campaigns (static and video) and layouts for company business proposals and press releasesProduced, 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 The Eiteljorg Museum of American Indians and Western Art (Indianapolis, IN)	August 2023 – December 2023
<ul style="list-style-type: none">Created materials for paid advertising campaigns in digital markets via television, radio, and billboardsGenerated more than 11,000 total engagements across three social media pages, an 138% increase over previous quarterCopywrote press releases, blogs, and newsletters. Researched and compiled content for social event calendar, designed to inform 500+ museum members and contributors about upcoming eventsCaptured photography and videography of museum events to integrate into promotional content	
Communications and Marketing Intern Downtown Indy, Inc. (Indianapolis, IN)	January 2023 - May 2023
<ul style="list-style-type: none">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.orgManaged three social media accounts and generated more than 60,000 total engagementsCreated original promotional artwork to supplement social media initiatives and advertise special eventsCopywrote weekly digital newsletters, press releases, and blogsPerformed data entry and data cleansing regarding active Downtown Indy partner organizations	
Marketing and Communications Intern Launch HOPE Foundation (Indianapolis, IN)	August 2022 – December 2022
<ul style="list-style-type: none">Copywrote and created layouts for press releases and blogs outlining company news and initiativesDeveloped 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 listingsCompiled media contacts and established connections with media networks	

EDUCATION

Butler University B.A. – College of Communication (Indianapolis, IN)	August 2020 – May 2024
<ul style="list-style-type: none">Organization and activities: Honors Program, <i>The Butler Collegian</i> Staff Cartoonist, <i>Manuscripts</i> literary magazine editor, Speaker's Lab Tutor, Butler Bands Public Relations Executive, <i>Sandbox Student Productions</i> Media and Marketing Executive, D.E.I. Advisory Board, Butler Improv Troupe Captain	