



Marissa L. Dupont

46 Carlisle Street, Lowell, Massachusetts 01852
603.674.3033 ★ marissa.dupont@gmail.com

Experience

Chief Operating Officer, oneTesla, 8/2014–present

Office management, bookkeeping, sales, inventory management, packaging design, web design, graphic design, social media, email marketing

Executive Assistant, Kura Technologies, 2/2022–present

Bookkeeping, posting jobs on LinkedIn, tracking applicants' info and resumes, writing, editing, customer service, processing refunds

Design & Marketing Specialist, Imperial Image, 5/2013–2/2014

Web and graphic design, typesetting, marketing, print production, social media, creating templates for clients to typeset their own business cards

Independent Web & Graphic Designer, 7/2010–4/2013

Web design, graphic design, social media, logo design, branding

Web Marketing Coordinator, Heinemann, 2/2009–6/2010

Website updates, email template design and deployment, graphic design, social media, trade show marketing, signage, fliers

Marketing Assistant, Heinemann, 6/2003–2/2009

Maintenance and tracking of Google Ads, email clickthrough statistics, Google Analytics, and Survey Monkey account; training fellow employees on computer programs and HTML basics

Education

Academy of Art University, 6/2008–5/2015

Master's in Web Design and New Media

New York University, 6/2001–7/2001

Summer Publishing Institute

Emerson College, 9/1996–5/2001

Bachelor of Fine Arts in Writing, Literature, and Publishing

Skills

Web design
Graphic design
Marketing
Social media
Typography
Branding
Web development
Writing
Copyediting
Usability
User Experience
SEO
HTML
CSS
Photography
Stamp-carving

Programs

PhotoShop
DreamWeaver
InDesign
Illustrator
WordPress
Quark
BaseCamp
Survey Monkey
MailChimp

