



YANI BARROW

EXPERIENCE

PERSONAL ASSISTANT

Manhattan, NY

The Aston Group

February 2024 - May 2024

- Coordinate meetings and assisted in preparing materials, ensuring seamless communication.
- Handel incoming calls and correspondence, maintaining professionalism and confidentiality.
- Support office organization through filing, data entry, and inventory management.

STUDIO MANAGER

Brooklyn, NY

Pitkin Lofts

November 2023 - Current

- Planned and executed events, managing setup, and sponsor partnerships to ensure seamless operations.
- Led digital communications and social media to boost brand awareness and client engagement.
- Oversaw booking platforms and client relations, handling invoices, contracts, logistics, meetings, and operational workflows.

DIGITAL DESIGNER

Queens, NY

Yani B. Designs

March 2023 - Current

- Designed custom websites, logos, and branding materials for clients using Wix, WordPress, and Canva.
- Produced engaging digital content and how-to guides for Instagram, YouTube, and Threads to attract and educate clients.
- Managed client communications, project timelines, and service offerings to ensure quality design solutions and customer satisfaction.



www.yanibarrow.com



[516-820-7018](tel:516-820-7018)



barrowniya@gmail.com

EDUCATION

BACHELOR OF ARTS IN ENGLISH

Spelman College ~ Magna Cum Laude

2020 - 2022

GPA 3.6/4.0

RELATED COURSEWORK

- Multimedia/Visual Storytelling

SKILLS

- Writing (creative, blog, academic research, professional, and medical)
- Videography/Cinematography
- Video editing
- Adobe Premiere Pro, Photoshop, and Acrobat
- Podcast production
- Google Platforms (Docs, Slides, Form & Excel)
- Microsoft Word
- Creativity; Canva Design
- WordPress; SEO & website designing



YANI BARROW

EXPERIENCE CONT'D

EDITOR & VIDEOGRAPHER

Queens, NY

VegaStar Designs Co.

Oct 2022 - January 2023

- Led editorial planning for the blog website. Such as writing interior design articles for readers interested in innovative concepts.
- Collaborated with interior designers and contractors to produce visual stories that showcased the company's underdevelopment projects.
- Worked as a production assistant for a Samsung commercial, cleaning, prepping, and organizing.

SPECTROPHOBIA SCRIPT SUPERVISOR

Atlanta, GA

Light of Kings Productions

July 2022 - July 2022

- Managed script continuity during filming to support the execution of scenes.
- Worked closely with the director and cinematographer to ensure consistency in performances, dialogue, and visual elements.
- Provided guidance to cast on set to address continuity concerns.

CEO & FOUNDER

Queens, NY

Adirem Jewelry

November 2018 - Current

- Designed, marketed, and managed a handmade jewelry brand, overseeing product creation, pricing, and visual identity.
- Launched and maintained online stores on WooCommerce, Etsy, and Depop, driving engagement through social media marketing and SEO optimization.
- Handled inventory, order fulfillment, and customer service, ensuring high-quality craftsmanship and client satisfaction.

www.yanibarrow.com

[516-820-7018](tel:516-820-7018)

barrowniya@gmail.com

EDUCATION

BACHELOR OF ARTS IN ENGLISH

Spelman College ~ Magna Cum Laude

2020 - 2022

GPA 3.6/4.0

RELATED COURSEWORK

- Multimedia/Visual Storytelling

SKILLS

- Writing (creative, blog, academic research, professional, and medical)
- Videography/Cinematography
- Video editing
- Adobe Premiere Pro, Photoshop, and Acrobat
- Podcast production
- Google Platforms (Docs, Slides, Form & Excel)
- Microsoft Word
- Creativity; Canva Design
- WordPress; SEO & website designing