

Nehelena Hazel Hemlock

Nehelena Hazel is a passionate non-binary interdisciplinary artist and writer, offering a flexible schedule, a strong attention to detail, background as a library technician, and robust data entry skills. They possess extensive knowledge about collection maintenance and excel as a proficient team member, emphasizing qualities such as quality, consistency, organization, and efficiency.

Syracuse, NY
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EXPERIENCE

Brynn Stollar Consignment, East Moriches, New York — Assistant Manager

FEB 2021 - JULY 2023

Researching and entering data on consignor's garments, maintaining inventory and reconciling discrepancies.

Receiving incoming calls and coordinating with staff to fulfill customer requests. Managing office duties and basic administrative tasks, maintaining an organized work space.

Reviewing style guides and creative decks to determine aesthetic goals. Creating window displays, strategically enhancing store appearance.

Social media management. Prioritizing and organizing tasks to efficiently accomplish goals. Juggling multiple projects and tasks to ensure high quality and timely delivery.

Freelance Artist, Remote — Content Creator

AUGUST 2014 - APRIL 2023

Assisting in preparation and installation of site specific sculpture installations for private commissions.

Bending aluminum tubes, attaching marbles to surfaces with hot melt adhesive and gilding with palladium leaf. Handling artwork with extreme care and caution, following safety guidelines for all tools and equipment.

Meeting with clients to discuss artistic vision, maintaining client's expectations with open consultations and frequent communication; including, but not limited to, directing music videos, songwriting, poetry and illustration.

Virtual community management, social media management and content creation.

Conceptualizing, directing and editing music videos for clients.

Creating original short experimental films.

Riverhead Free Library, Riverhead, New York — Library Technician

MAY 2017 - JAN 2020

Entering and maintaining program records, data entry and reconciliation via MARC.

Physically processing and cataloging all new library materials using SCLS.

Collection development assistance.

Directing patrons to desired library books, reference items and assisting patrons with library equipment.

Proofreading newsletters before they go to print.

Sourcing and processing interlibrary loans across networks.

SKILLS

75 WPM

CASSIE

Clerical skills

Content management

Data entry

Proofreading

Managing inventory

MARC record creation

Microsoft Office

Sierra

Interdisciplinary art

EDUCATION

Workshop - Mono No Aware, 16mm filmmaking and non-toxic film developing, Gowanus, Brooklyn - 2019-2023

Lecture Series - Yonkers Film Festival, History of Cinema Yonkers, NY - 2018

Professional Development Data Entry And Record Creation Suffolk Cooperative Library System, Bellport, NY 2017

High School Diploma Eastport South Manor Jr./Sr. High School, Manorville, NY 2012

VOLUNTEER

New Sanctuary Coalition, Remote - Data Entry Clerk 2020