

# MARCI HILL

(310) 877-2868 • marhill@roadrunner.com • www.MarciHill.com

---

## HIGHLIGHTS OF QUALIFICATION

- Highly organized, results oriented professional
- Strong interpersonal and communication skills
- Motivated self-starter with exceptional attention to detail
- Well-tuned ability to foresee potential problems and solve them quickly
- Members of two boards for non-profit corporations
- Knowledge of law and legal profession
- Multiple award-winning producer of theatre and costume designer
- Top salesperson for 1992, 1998 and 1999
- Experienced at team building and getting production teams to work together as an ensemble
- Speaker at conferences on marketing/publicity
- Experienced on PC and Mac computers
- Trained in Microsoft Word, Excel, Access and PowerPoint
- Well-versed in Photoshop, Quark, Illustrator and Dreamweaver
- Professional Graphic Designer and Photographer

## PROFESSIONAL EXPERIENCE

### *Humanitarian Work*

#### **Kenya, East Africa**

**August 2007**

**Summary:** I was the team leader of a 21-person team that traveled to Kenya and partnered with Discover the World – [www.discovertheworld.org](http://www.discovertheworld.org), for a 10-day humanitarian mission to Nairobi and Gilgil. Our purpose was to work with the Shepherd's Home Children's Sanctuaries, which foster and educate children orphaned by A.I.D.S., as well as with Day Spring School located in a slum on the outskirts of Nairobi. Our team worked on building projects at the orphanages and at the school, as well as coordinated special activities, events and sports with the children and teachers.

- Organized travel arrangements and additional safari for a 21-member team
- Facilitated relationships between team members, including team trainings, team service project & other events
- Trained team in cross-cultural relationships, trip preparation and assisting with passports/visas and vaccinations
- Supervised raising \$65,000 in team funds as well as created and managed team budget
- Maintained relationship between home church and partner organization

#### **Brazil, South America**

**July 2007**

**Summary:** I was the team leader of a 17-person team that traveled to Brazil for 8 days, partnering with a local church there that leads medical missions down the Amazon River. The church has four boats that offer medical and dental care, as well as a pharmacy, to the villages in the upper Amazonas. My teams worked with Brazilians to organize the villagers and check them in for medical care as well as coordinated donations of clothes, toys, etc., and entertained the children with games, crafts and sports while their relatives were treated. Additionally, we taught family planning under the trees in the jungle.

- Organized travel arrangements for a 17-member team
- Facilitated relationships between team members, including team trainings, team service project & other events
- Trained team in cross-cultural relationships, trip preparation and assisting with passports/visas and vaccinations
- Supervised raising \$30,000 in team funds on an individual and group basis as well as managed team budget
- Maintained relationship between home church and partner organization

#### **Zimbabwe, Southern Africa**

**July 2006**

**Summary:** I was the team leader of an 8-person team that traveled to Zimbabwe for 3 weeks to support Lasting Impressions Wilderness Training - <http://www.lastingimpressionszim.org/>, a camp that teaches leadership skills to Zimbabwe youth. Additionally, we served as camp counselors at Rifa, an environmental education camp on the Zambezi River flood plane, and we assisted staff and visited patients at Sanyati Baptist, a rural mission hospital.

- Organized travel arrangements and additional travel for a 8-member team
- Facilitated relationships between team members, including team trainings, team service project & other events
- Trained team in cross-cultural relationships, trip preparation and assisting with passports/visas and vaccinations
- Supervised raising over \$25,000 in team funds on an individual and group basis
- Set the team budget and distributed team funds
- Maintain relationship between home church and partner organization
- Attended board meetings and assisting in strategizing the fundraising efforts for Lasting Impressions

## Kenya, East Africa

July 2005

**Summary:** I was part of a 12-person team that traveled to Kenya for 5 weeks and partnered with African Enterprise: <http://www.africanenterprise.org/>. African Enterprise brought in over 150 internationals from 20 countries, paired us with over 500 Kenyans, mixed everyone up to create smaller multi-national teams, divided the city of Nairobi into zones and services those zones with whatever they needed. I worked in the city centre of Nairobi and some outskirt slums.

- Partnered with A.E. as well as 120 internationals from 20 countries plus approx. 500 Kenyans
- Worked on building projects in Korogocho slum
- Visited A.I.D.S. patients in Korogocho and Soweto slums
- Taught leadership skills and time management in middle and high schools
- Assisted with teaching A.I.D.S. education in high schools
- Ministered at juvenile and adult prisons
- Supported local Christian college ministries
- Participating in sports ministries and courses on relationships for college students
- Organized travel arrangements and additional travel/safari for my 12-member U.S. team

## Graphics Coordinator

2004 to present – Encino, CA

### The Rutter Group

- Sole graphic designer for one of the top legal publishers in California
- Create all marketing materials and update hundreds of marketing pieces on an ongoing basis
- Advise regarding company's marketing campaigns, product placement and pricing, including making decisions about where to place ads and determining new e-marketing strategies
- Redesigned corporate website with web designers over the course of 3 mos., including redesigning the website navigation making it much more user-friendly and the information more easily accessible
- Created a new monthly e-newsletter that I design each month as well as manage the subscriptions, which I have helped to cultivate to over 5,000 subscribers
- Created a system whereby the entire sales force can access all marketing materials in an electronic format
- Coordinate the collection of product information to disperse to sales representatives
- Responsible for creating and placing ads in legal journals
- Photographer for images of company's products used in marketing materials and company ID cards

## Account/Sales Representative

1991 to 2005 – Encino, CA

### The Rutter Group

- Sold law books, audio/visual materials and continuing legal education
- Created new contacts and accounts as well as maintained over 4,000 accounts for attorneys, judges and law firms
- Developed relationships with large law firms, corporate libraries and individual attorneys
- Displayed products at trade shows and seminars
- Trained new sales representatives on sales techniques and our computer ordering system
- Wrote a company training manual for new sales representatives

## Artistic & Corporate Board Member/Director of Marketing/Graphic Designer

1996 to 2007 – North Hollywood, CA

### The Road Theatre Company

- Wrote the grant to the Cultural Affairs Department that gave the theatre a historic building rent-free
- Co-administered a full spectrum of arts programming from visual art to live theatre performances to dance
- Co-managed a 100-member theatre company
- Produced theatrical productions:
  - Maintained production calendar
  - Created and supervised production budgets
  - Aided in the creation of overall production design
  - Advised and assisted directors as well as supervised the casting of productions
  - Coordinated communication and tasks of artistic/production staff as well as ushers
- Created and maintained relationships with major newspapers and members of the press as the official publicist
- Supervised all marketing campaigns to increase audience attendance
- Served as the resident graphic designer and production photographer
- Created and maintained website as well as e-newsletter with web designer
- **Awards:** Over 100 awards given to the company during my tenure, including the 1999 L.A. Drama Critics Circle's prestigious Margaret Harford Award for *Sustained Excellence in Theatre* and 2003 Back Stage West Landmark Award for *Excellence in Theatre*

## EDUCATION

Bachelor of Arts, Theatre Arts – 1994  
California State University Northridge

Graphic Design & Computer Applications  
Santa Monica City College

Photography  
Los Angeles Pierce College

## HOBBIES & INTERESTS

I have a passion for photography – my photographs have been in magazines, newspapers and displayed in art galleries. I also enjoy screenwriting, producing theatre, costume design and traveling, having been to over 20 countries.