

**Bre-ell Dorman**

**Email: brekd816@gmail.com**

**(804) 728-7493**

**<https://breed2.github.io/breelldormanportfolio/>**

### **Career Summary:**

Enthusiastic and adaptable individual with a background in graphic design, eager to apply problem-solving abilities and a positive attitude in an entry-level role.

### **Core Competencies:**

- Proficient in Adobe design software (Photoshop, InDesign, Illustrator).
- Experienced with Google Applications (Docs, Slides, Sheets) and Microsoft Office Suite (Word, PowerPoint, Excel, Teams).
- Skilled in HTML, CSS, WordPress, and JavaScript for innovative UI/UX design.
- Proficient in using Canva and Figma for visual content creation.
- Knowledgeable in social media graphics, content creation, photography, image editing, motion graphic design, and layout design.

### **Education:**

**Bachelor of Fine Arts in Graphic Design**

**Virginia Commonwealth University**

August 2020 – May 2024

GPA: 3.889

Magna Cum Laude

### **Certifications:**

**Google UX Design**

May 2024 – September 2024

Coursera

**Google Digital Marketing and E-Commerce**

February 2025 - June 2025

Coursera

### **Employment:**

**Administrative Assistant (Part-Time) (12 hours a week)**

**K&B Financial Services**

February 2022 – Present

Ashland, Virginia

Answer and direct phone calls. Organize and schedule appointments. Plan meetings and take detailed minutes. Proofread, edit, and revise communications with graphic text and pictures to include PowerPoint Presentations. Write and distribute emails, correspondence memos, letters, and forms. Assist in the preparation of regularly scheduled reports. Develop and maintain a filing system. Order office supplies and research new deals and suppliers. Maintain contact lists. Act as the point of contact for internal and external clients

**Produce Clerk (Part-Time) (15 hours a week)**

**Kroger**

September 2023 – Present

Mechanicsville, Virginia

Design and arrange product displays to attract customers and boost sales.

Inspect produce for quality and freshness, ensuring top-notch presentation.

Provide excellent customer service, assisting shoppers and answering questions.