Bre-ell Dorman

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(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)
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 email, 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)
Kroger
September 2023 – Present
Mechanicsville, Virginia
Design and arrange produce 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.