

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-Present

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.