

Breell Dorman
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<https://breed2.github.io/portfolio1>

Objective:

Creative professional seeking to leverage design and technical skills in a dynamic work environment.

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, 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

Employment:

Administrative Assistant
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**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.

Certifications:**Google UX Design**

May 2024 – September 2024

Coursera