**Breell Dorman**

**brekd816@gmail.com**

**(804) 728-7493**

[***https://breed2.github.io/portfolio1***](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 – August 2024

Coursera