
MARLEE GARRAWAY

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Summary

Worked in several different capacities and able to learn and adapt quickly when given a new task. Patient with creative thinking skills to effectively fix problems and capable of functioning with and without a team.

Skills

- Graphic Design
 - Problem Solving
 - Social Media Management
 - Proficient Computer Skills
 - Verbal and Written Communication
 - Teamwork and Collaboration
 - Multitasking
 - Proficient in Microsoft Office, Canva, Figma and major social media platforms
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Experience

Marketing Assistant/ Host **08/2023 to Current**
Verse orlando **Orlando , FL**

- Knowledgeable in basic XR (Extended Reality), providing technical support during operations to resolve issues promptly.
- Deliver exceptional customer service, managing administrative and technical duties to enhance guest experiences.
- Research and identify key influencers and corporate leads to expand brand reach and foster strategic partnerships.
- Effectively manage client communications by responding to reviews and crafting personalized emails, thereby boosting customer satisfaction and engagement.

Photographer **04/2023 to Current**
GradImages **Florida**

Traveled to multiple locations and photographed graduations/commencement ceremonies and set up equipment weighing 30+lbs, sets and cameras before events.

Administrative Assistant/ Teacher **09/2017 to Current**
Bright Scholars Early Learning Academy **Saint Cloud, FL**

- Child Development Associate (exp. 07/23/2026)
- CPR, AED and First Aid certified (Exp. April 2026)
- Providing instructional support to staff and care for children between the ages of Infant-10.
- Planning and implementing schedules
- Teaching and managing activities for After-school children ages k-5
- Assisted in office inventory activities, including ordering, stocking and receiving.
- Implemented new enrollment and withdrawals into the ProCare system.
- Ensured efficient operation of office equipment such as printers, copiers and fax machines.

Cashier Team Lead **01/2018 to 02/2022**
Chill Pop Lounge **Orlando, FL**

- Handled currency and credit transactions quickly and accurately during high volume, fast paced operations using the point-of-service (POS) automated computer system.
 - Designed and styled menu boards and advertisements to promote the store during events, holidays, sales and specials.
 - Assembled and prepared ice cream-based drinks, following recipes to produce consistent products.
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Education and Training

Bachelor of Arts: Web Design: Web And Social Platforms Track
University of Central Florida

Associate of Arts: General Studies
Valencia College

High School Diploma
Osceola County School For The Arts

Expected in 05/2025
Orlando, FL

12/2019
Orlando, FL

05/2017
Kissimmee, FL