# **Professional Work Experience**

#### Administrative Assistant

Bacon's Home Improvement (2020-Present)

- Key Responsibilities:
  - Creating and formatting business documents for delivery to clients
  - Overseeing the creation of company documents for internal use
  - Creating and maintaining company website

### **Skills**

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- WordPress
- Communication

# **Professional Objective**

Soon to graduate graphic designer with professional experience working on internal business documentation and web design.

Technically minded, motivated, and looking to innovate within the Web Design field through leveraging design skills, strong work ethic, and dedication to quality.

### Education

BA Graphic Design & Media Arts (Web Design Concentration)

Southern New Hampshire University (2021-2023)