

ACTIVE DOD SECRET
CLEARANCE

CONTACT

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Email

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Location

Huntsville, AL 35802

EDUCATION

2020

Bachelors of Arts in Communication

University Of Alabama in
Huntsville

SKILLS

Adobe XD ●●●●○

Adobe
Illustrator ●●●●●

Photoshop ●●●●●

After
Effects ●●●○○

Premier
Pro ●●●●●

Microsoft
Office Suite ●●●●●

Web
Development ●●○○○

Social Media
Marketing ●●●●●

Google
Analytics ●●●○○

Google Search
Console ●●●●○

SQL ●●○○○

Search Engine
Optimization ●●●○○

CHLOE WHEELER

Young professional experienced in Analysis, Marketing and Graphic design with a passion for helping projects stand out. Pursuing a Masters of Business Association in Business Analysis, expanding my working knowledge of Marketing Analysis and back-end Software Engineering. Known for leading multiple large projects from conception to completion. Experienced in the defense industry and change management processes.

PROFESSIONAL EXPERIENCE

Acquisition Analyst I

Strategic Alliance Business Group

April 2023 – Present | Huntsville, AL

Responsible for supporting the MDA's Change Management Process. Assists in maintaining multiple SharePoint Portals. Distributes Change Management Documentation to relevant stakeholders. Publishes daily metrics on change topics in process. Supports the planning and execution of meetings held across multiple time zones. Reviews briefings for classification markings and appropriate formatting. Maintains access database to ensure accuracy of information.

Graphic Developer I

T&W Operations

Jun 2020 - Mar 2023 | Huntsville, AL

Responsible for producing logos and interfaces for projects, using graphic design technique, as well as training and tutorial videos. Uses multiple programs to create projects ready for implementation into software with a keen attention to detail. Edits visual documents for better readability before reaching the customer. Tests developing software for issues, and reports needed fixes. Performs administrative functions under direction of management, such as answering phones, controlling building access points and ensuring all site visitors were provided with all information needed for a successful visit. Uses the Microsoft Office suite of products to create various reports and proposals.

Editor

AVO Multimedia Services

May 2020 – Jun 2020 | Huntsville, AL

Responsible for editing footage and graphics into cohesive commercial videos presented on social media and television.

Residence Hall Desk Assistant

University Of Alabama In Huntsville

Jan 2020 – Mar 2020 | Huntsville, AL

Responsible for ensuring school policies were followed for entry and exit into student residence halls. Answered calls, and assisted residents with disputes and maintenance issues. Job ceased by end of March 2020 because of COVID-19 associated closure of resident halls and normal class schedules.