

Brittany Mobley

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SKILLS & INTERESTS

- **Skills:** Problem solving, research and exploration, document design, collaboration, adaptability, empathy, communication, troubleshooting, multitasking, time management, human-centered design
- **Interests:** Reading, fiber arts, travel, gaming, research, museums, animals

EDUCATION

Saginaw Valley State University

B.A., Professional and Technical Writing

May 2022

University Center, MI

- Summa Cum Laude
- 3.8 GPA
- Crafted deliverables using Adobe InDesign and Audition, Camtasia, Silverback, Bootstrap, and Microsoft Word

Relevant Coursework

- Usability Studies, Proposal Writing & Grant Seeking, Information Architecture, Instructional Writing & Design, Editing, Advanced Rhetorical Theory, Advanced Problem Solving, Web Writing & Design, Writing for Public Purposes

WORK EXPERIENCE

Saginaw Valley State University

Student Assistant

January 2021 – April 2022

University Center, MI

- Assisted administrative personnel in providing copies, scans, and filing documents
- Created documentation for campus events using Microsoft Publisher
- Compiled information using Microsoft Word and Microsoft Excel

Real Art Daily Productions

Content Writer (Intern)

October 2020 – January 2021

Los Angeles, CA

- Produced clear and engaging content in an accessible format
- Collaborated with SEO team to ensure growth of site traffic
- Ensured consistency of style across documentation

Cornerstone Community Financial Credit Union

Document Scanning Specialist

April 2016 – December 2020

Auburn Hills, MI

- Archived documents by following predetermined naming and location conventions
- Collaborated with management to understand the file organization goals and requirements

Bronner's Christmas Wonderland

Document Scanning Specialist

August 2015 – December 2019

Frankenmuth, MI

- Provided excellent customer service in a fast-paced environment by solving problems for customers
- Handled requests from customers and employees requiring assistance with order and internal issues