

# Brittany Moore

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## Professional Summary

Graphic Designer with ability to appropriately design multiple print materials using Photoshop, Illustrator, and InDesign. Entrusted to provide fast service on e-commerce and regular websites with hand-coded HTML and CSS. Effectively used social networking tools to increase customer traffic for events. Demonstrated ability to learn quickly under tight deadlines.

## Technology Experience

**Systems:** Windows 7, Mac OSx 10.4

**Languages:** HTML, CSS

**Software:** Advanced: *Adobe Photoshop, Illustrator & Dreamweaver, Microsoft Office*  
Proficient: *Autodesk 3DsMax & Mudbox, Adobe InDesign & Flash*

## Work Experience

**Staffing Solutions** — Cleveland, OH 2012-present

### Harley-Davidson Dealer Systems Administrative Assistant

Assist all departments with multiple projects in a fast-paced environment.

- Maintain HTML template, to increase customer communications.
- Foster event planning, advertising and communications, to encourage employee engagement.
- Design print marketing materials, to increase brand awareness.
- Update website with current training schedule, to assist customer correspondence.
- Serve as liaison between our offices and customers, to disseminate key communication pieces.

**Boston's Bistro and Pub** — Dayton, OH 2010-2011

### Administrative Assistant/ Media Manager

Aid owner with daily tasks such as emails, appointments, and maintaining the website.

- Read and respond to executive emails, maintaining professionalism with networks
- Schedule meetings for the owner, helping him with time management
- Design posters/flyers, increasing customer traffic for events
- Create rich content for Facebook, LinkedIn, Twitter, etc., raising brand and event awareness
- Manage restaurant website, keeping current products and news items up-to-date

**Mid West Products, Inc.** — Ansonia, OH 2010-2011

### **Administrative Assistant/ Web Developer**

Create simple, functional web designs with e-commerce and incorporate Search Engine Optimization.

- Answer multi-line phones, responding to customer inquiries
- Communicate with distributors, determining product pricing
- Enhance web design content and graphics, increasing usability of website
- Research and develop search engine optimization strategy, helping maintain top Google search results
- Discover more efficient hosting and shopping cart solutions for websites, decreasing overhead

### **Education**

**Kent State University** — Dayton, OH  
Bachelor Degree of Science in Technology / **GPA:3.8**  
Associate Degree of Science in Computer Animation

**Cuyahoga Community College** — Cleveland, OH  
Currently completing coursework in Visual Communication and Design / **GPA:3.6**

**Sinclair Community College** — Dayton, OH  
Completed coursework in Visual Communication Design and Art / **GPA:3.6**

### **Professional Affiliations**

**Imagineers** 2009 — 2010

Vice President: Collaborated with Association for Computing Machinery, increasing Gamefest attendees by 100%

**Emerging Leaders** 2008 — 2009

Member: Obtained certification, and attended leadership workshops and seminars