

education

Virginia Commonwealth University
School of the Arts
Department of Graphic Design
Richmond, Virginia
Bachelor of Fine Arts in Graphic Design
May 2020
GPA: 3.9/4.0 | Honors: Deans List (8x)

experience

Richmond Wholesale Deals | We Buy VA
Richmond, Virginia
Social Media Manager +
Transaction Coordinator
May 2023-present

- Expanded the existing company brand by creating and maintaining a consistent online presence on multiple social media platforms.
- Created paper marketing material to be sent throughout the region to attract new clientele.
- Oversaw all tactical and logistical activities required for a smooth and successful sale, assignment, or purchase of a property.
- Performed administrative duties related to property sales, purchases, and assignments.

Custom View Windows, Doors & Lighting
Richmond, Virginia
Marketing Administrator
December 2020-May 2023

- Maintained a consistent online presence on multiple social media platforms and expanded the existing company brand to include new business ventures.
- Acted as a purchasing agent, responsible for supporting interior designers and homeowners in sourcing products such as interior and exterior lighting, interacting with suppliers, negotiating contract terms, evaluating pricing and availability, ordering products, and tracking orders to ensure timely delivery.

commissions

Portfolio Website - Christa Richards
February 2024
Designed website for local photographer, Christa Richards

Website - Playdate Production
December 2023-January 2024
Designed website for Lighting Designer, Playdate Production

Website - LiteTek Entertainment
June 2023-December 2023
Designed website for Lighting Rental Company, Lite Tek Entertainment

Merchandise - Dumb Blonde
April 2019-June 2020
Designed and screen-printed custom shirts, totes, and posters for clients.

awards + exhibitions

And We're Not Dead Yet... Print Fair
Virginia Commonwealth University
Richmond, Virginia
April 2019

LA Art Book Fair
Printed Matter
Los Angeles, California
April 2019

Site, Sight, Cite, Print Fair
Virginia Commonwealth University
Richmond, Virginia
February 2019

New York Art Book Fair
Printed Matter
New York, New York
September 2018

San Gallo Campus Exhibition
Florence, Italy
June 2018

skills + interests

Adobe Creative Cloud, Adobe Suite, CSS, HTML, Quick-Books, Microsoft Office, Excel, PowerPoint, DocuSign, Asana
Screen Printing, Vinyl Cutting, Book Binding, Photography, Sewing