

education

Virginia Commonwealth University
School of the Arts
Department of Graphic Design
Richmond, Virginia
Bachelor of Fine Arts in
Graphic Design
May 2020

work experience

Richmond Wholesale Deals // We Buy VA
Richmond, Virginia
Social Media Manager +
Transaction Coordinator
May 2023-present
Responsible for expanding the existing company brand by creating and maintaining a consistent online presence on multiple social media platforms. In charge of the creation of paper marketing material to be sent throughout the region to attract new clientele.

Responsible for overseeing all tactical and logistical activities required for a smooth and successful sale, assignment or purchase of a property. Performs various administrative duties related to property sales, purchases, assignments and renovations.

Custom View Windows, Doors & Lighting
Richmond, Virginia
Marketing Administrator
December 2020-May 2023
Responsible for maintaining a consistent online presence on multiple social media platforms as well as expanding the existing company brand to include new business ventures.

Acting 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.

SunTrust Now Truist
Richmond, Virginia
Loan Processor
October 2020-December 2020
Responsible for working with other processors, loan officers, and closers to collect all necessary items in order to complete a loan such as verifying employment history, ordering payoffs, and retrieving insurance policies.

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-November 2023
Designed website for Lighting Rental Company - LiteTek Entertainment

Dumb Blonde Shirt/Tote Designs
April 2019
Screen-printed custom shirts for clients

awards and exhibitions

VCUarts Dean's List 2016–2020

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

LA Art Book Fair
Los Angeles, California
April 2019

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

San Gallo Campus
Florence, Italy
June 2018

Open Nite, Annual Celebration
Virginia Commonwealth University
Richmond, Virginia
December 2017 2018 2019

skills and interests

Adobe Creative Cloud, Adobe Suite, QuickBooks, Microsoft Office, Excel, Powerpoint, DocuSign, and Asana
CSS and HTML
Screen Printing, Vinyl Cutting, Book Binding
Photography, Sewing