

Meredith Elizabeth Moseley

Graphic Design

892 Old Ware Road | Wetumpka, AL 36093

334.313.0732 | designermere@yahoo.com

www.meredithmoseleyportfolio.com

Skill Highlights

Adobe Illustrator, Adobe Photoshop, Adobe InDesign and Adobe Acrobat
Microsoft Teams
Outlook, Microsoft Office Word, Publisher, PowerPoint, and Excel
Customer Service and Hospitality skills
Marketing

Education

2024	Trenholm State Community College - Graphic Design + Layout GD1-STC-Spring 2024, GD2-STC-Spring 2024 Dean's List
2016	Park Crossing High School - Graduate A/B Honor Roll Yearbook Staff FlyGirls Dance Team Photography

Professional Experience

Chambless King Architects December 2023-Present	Administrative Support <ul style="list-style-type: none">○ Create contracts using AIA Contract Software○ Basic reception duties○ Create files and labels for filing○ General office errands and order supplies○ Create spreadsheets/ forms/ templates for projects○ Assist with marketing and project needs, to include project boards, construction site signs, proposals, etc.
Bad Daddy's Burger Bar September 2021- November 2023	Server <ul style="list-style-type: none">○ Responsible for taking orders, running food services, cleaning and prepping tables○ Opened the store in 2021 and trained managers throughout my time
Bell Road Preschool March 2017- October 2019	Daycare Teacher <ul style="list-style-type: none">○ Worked with ages 6 weeks to 4 years old○ Switched to after school care in the afternoons, taking care of ages 6 years old up to 13 years old○ Responsible for transporting Elementary and Middle School aged children to and from school

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REFERENCES

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