



Alice Bradeen Designs

Software Skills

Adobe InDesign
Adobe Illustrator
Adobe Dreamweaver
Adobe Photoshop
Word
PowerPoint
Publisher

Design Skills

Flyers and Posters
Annual Reports
Newsletters
Digital Ads
Websites

Education

Bachelor of Arts Degree in Graphic Design and Media Arts (anticipated June 2017)

Southern New Hampshire University
Manchester, New Hampshire

Work Experience

Health Care and Rehabilitation Services

2005 - Present

Executive Administrator & Communications Manager

Design and produce annual report, program brochures and flyers, and other educational and promotional materials for this non-profit agency. Maintain and update agency website and staff intranet site. Coordinate and manage the agency's social media accounts. Work with various printing companies to ensure projects are completed in a timely manner. Emphasize quality on all design projects. Able to create high quality, effective promotional materials to further this non-profit agency's work.

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