

Alaina Bartley

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SUMMARY

A highly motivated self-starter seeking a challenging new career in a graphic design position with a progressive organization.

PROFESSIONAL EXPERIENCE

Sharkey's Wing & Rib Joint 06/2009- Present
Freelance Graphic Design

- Designed and organized dinner menu, condensing their 10 page menu down to a traditional tri-fold format.
- Designed a matching drink menu.

J.C. International 03/2009-07/2009
Freelance Web Designer

- Designed and implemented complimentary websites for a fire suppressant product, and an odor elimination product.
- Designed in HTML & CSS
- Incorporates Google Analytics and a simple CMS.

Preferred Behavioral Health of New Jersey 10/2008
Freelance Graphic Design Artist

- Designed brochures for nonprofit adolescent organization

Moog Components Group, Blacksburg, VA 03/2008 - Present
Marketing Specialist

- Process website leads in a B2B environment.
- Assist in the planning of website, tradeshow and sales meeting design/execution.
- Redesigned Flash slideshow for Air Moving Solutions product line.
- Eliminated form spam with the use of HTML & Javascript.
- Run lead reports, literature mailings, webpage creation, catalog announcements, etc.

Red Lobster, Christiansburg, VA 04/2006 - 04/2009
Server/Alley Coordinator/Baker

- Provide guests with exceptional service, to maintain our brand image, through the use of individualization and strong attention to detail.
 - Increase revenue through suggestive selling.
 - Perform effectively in a fast-paced, constantly changing environment that requires constant multi-tasking abilities.
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SKILLS

- Technically proficient in Adobe Creative Suite Design Premium CS3 & CS4, Actionsript 3.0, HTML, Siebel, CrownPeak CMS, Microsoft CRM and the Microsoft Office Suite on both Windows and Mac platforms.
 - Proven ability to multi-task efficiently, and perform successfully in a fast-paced environment.
 - Possesses the constant strive to learn and excel through new challenges
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EDUCATION

Virginia Polytechnic Institute and State University

B.S. Business. Hospitality and Tourism Management
Earned and financed at least 50% of tuition and expenses

Intercollege of Cyprus

- Studied and visited ancient art
- Studied business communications