



MICHELLE HUMPHREY

ADMINISTRATIVE & GRAPHICS FREELANCER

EDUCATION

2016

Full Sail University
Master of Science Degree in
Innovation and Entrepreneurship

2014

Colorado State University
Global Campus
Bachelor of Science Degree in
Business Management with a
Specialization in Small Business
and Entrepreneurship

2012

The Art Institute of Colorado
Associate of Applied Science Degree
in Web Design & Interactive Media

EXPERIENCE

October 2015 – Present

Independent Contractor

Administrative & Graphics Freelancer

Provide freelance clients with a variety of administrative and design services, including but not limited to simple email management, social media marketing, branding, digital and print designs, and web design.

February 2014 – August 2018

TLC Creative Services, Inc.

Staff Designer

Merge creativity with clients' visions to create clean, functional, and balanced graphic and presentation designs, maintain open communication of project development with clients, meet and exceed deadlines, and perform detailed review of content and designs for consistency and accuracy.

SKILLS

PowerPoint ————— ◆

Microsoft Office ————— ◆

Canva/Templett ————— ◆

Photoshop CC ————— ◆

Illustrator CC ————— ◆

InDesign CC ————— ◆