

ELIZABETH COZART

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SUMMARY

College graduate aspiring to gain experience and grow as a Front-End Web Designer in a corporate setting. Highly organized and eager to work with others to attain company objectives.

WORK HISTORY

InTandem, Inc. – Greenville, NC

Job Title: Web Designer/Office Administrator

Date of Employment: 04.2021 – 11.2021

Duties Included: Designed website mockups in Adobe Photoshop, designed resume layouts, developed websites in Adobe Dreamweaver, created forms & booklets in Adobe InDesign, created posters in Adobe Illustrator, edited photos & created contact sheets in Adobe Lightroom Classic, created Google Analytic Reports for client websites & typesetted text in English & Spanish languages in Word. Used Sage Timeslips for employee time management while running client reports, calculated employee hours for Payroll & located credit card bill receipts. Also created Facebook posts, proofed websites & assisted in photoshoots for marketing.

EDUCATION

Pitt Community College – Winterville, NC

Associate of Applied Science: Human Resources Management

Date of Completion: 05.2018

Grade Point Average (GPA): 3.8

Related Coursework: Human Resource Management, Integrated Management, Organizational Behavior in Business, HRM Applications, Training & Development, Employment Law & Regulations, Compensation & Benefits, Recruitment, Selection & Personnel Plan

Pitt Community College – Winterville, NC

Associate of Applied Science: Web Administration & Design

Date of Completion: 12.2019

Grade Point Average (GPA): 3.8

Related Coursework: Web, Programming & Database Foundation, Information Systems Business Concepts, Web Markup & Scripting, Intro to Internet Multimedia, Web Development Tools, Web Design, Mobile Web Design, Database Driven Websites, Internet Marketing & Analytics

INVITATIONS

- Phi Theta Kappa
- National Society of Leadership & Success (Sigma Alpha Pi)
- Gamma Beta Phi National Honor Society
- Phi Beta Lambda

RECOGNITION

- Dean's List (Fall 2014, Spring 2015, Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019)