

**Britney Meadows**

6502 Eire Circle,  
Huntington Beach, CA 92647,  
(714) 336-7675  
www.bcmdesigns.com

**Educational Background**

- Bachelor of Arts Degree in Studio Art from University California Irvine in the year of 2008 with overall GPA 3.783.
- Minor in Digital Arts from University California Irvine in the year of 2008.
- Achieved Associate Degree from Golden West College in the year of 2006.
- Achieved a certificate in Computer Aided Drafting from Golden West College in the year of 2006.

**Honors and Activities**

- Dean's Honor Roll at both Golden West College and University California Irvine.

**Computer Programming Skills**

- Adobe/Macromedia: Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Premier.
- Auto Desk: Maya, AutoCAD.
- Microsoft: Word, Excel, PowerPoint, Access, Outlook.
- Corel: PainterX
- Final Cut Studio Pro.
- I am familiar with Mac and Windows operating systems. I am currently running Windows Vista on my Desktop machine and Mac OS X on my Apple laptop.
- Above average Knowledge in HTML and CSS.
- Knowledge and use of Goldmine.
- Knowledge and use of Epicor.

**Work Experience** and duties from June 2005 to Present

Digital Marketing Specialist at Creative Teaching Press.

- Web Master.
- Manage products on website.
- Diagnose and resolve technical issues with the website.
- Mass E-mail marketing.
- Write and edit copy.
- Come up with new marketing strategies.
- Work with dealers to sell products.
- Directly assist customers with downloads and other customer support.

Customer Service at Creative Teaching Press.

- Answer phones and handle customer support.
- Answer phones and take orders over the phone.
- Fill orders through mail.
- Fill Purchase Orders and use fax machine.
- Filing and overall tidiness.

Cashier at Smart & Final.

- Friendly interaction with customers.
- Keep the register clean and till in order.
- Setup product displays.

Office assistant at Newport Securities Corp an investment corporation.

- File and organize paperwork.
- Answer phones and communicate client's needs to the brokers.

Office manager at Merage Jewish Community Center.

- Keep a well organized office.
- File and organize paperwork.
- Create fliers and mailers.
- Maintain a database of clients and update regularly.
- Answer phones and directly communicate parent's needs to the camp director.
- Maintain the office to assure a smooth and successful business.

Webmaster, website designer, and graphic designer at TELIT Corp.

- Create website layouts for clients to chose from and obtain feedback to deliver a design useful for their business.
- Maintain websites both created by myself and others.
- Work with a team of programmers to ensure the perfect working order of the website.
- Design graphics and logos for clients.
- Knowledge of HTML

Technology Sales at Circuit City.

- Help customers locate products.
- Know about the products and educate the customers.
- Create signage to be displayed around the store.
- Keep department clean and well stocked.
- Maintain a tidy till.