

# brittakristine

You & Me *∞* The Perfect Blend of Marketing

**Britta Carlson**

Owner | Web & Graphic Design

M 612 655 8667

[britta@brittakristine.com](mailto:britta@brittakristine.com)

[brittakristine.com](http://brittakristine.com)

## Experience

March 2018 - present

### **brittakristine, LLC**

Owner | Web & Graphic Design

- Complete approach to marketing and brand identity
- Website design, development, and launch
- Brand collateral (print, photography, graphics)

July 2018 - present

### **Villager Insurance and Consulting Group**

General Manager

- Build out, structure, and implement all office functions, processes, and procedures; decision maker
- Supervise all producers and customer service reps.
- Oversee all technology, systems, and office
- Develop branding, website, and all marketing

February 2018 - July 2018

### **Unbridled Wealth**

Corporate Administrator

- Build out the entire wealth agency from the ground up
- Integrate systems and procedures into the greater Unbridled companies
- Design and develop all marketing initiatives

June 2016 - December 2017

### **Kingstone Financial**

Executive Assistant / Director of Client Relations & Admin.

- Perform & manage all activities for the Owner
- Administer all functions for the office
- Supervise New Bus. Coordinator & Plan Design Assoc.
- Maintain all client correspondence

February 2014 - June 2016

### **Mountain Financial**

Director of Operations

- Execute all client, carrier, and advisor communication
- Process all new and existing business
- Supervise Client Relations Associate
- Coordinate all office functions

January 2015 - December 2015

### **Mission Hills Church**

Website Specialist

- Weekly email creation
- Upcoming event management
- High-traffic WordPress website management
- Design and production of printed materials

## Professional Skills

- People Skills
- Problem Solving
- Time Management
- Strong Work Ethic
- Critical Thinking
- Self-Confidence
- Leadership
- Creativity
- Adaptability

## Applications

- Microsoft Office
- CRM
- File & Storage Software
- Adobe Creative Suite
- HTML5/CSS3
- Basic jQuery/JavaScript
- SASS
- Axure
- WordPress
- Social Media
- iMovie
- GarageBand
- iWork
- Applied

## Volunteer

- Graphics & Technical Assistant - Wheaton Bible Church
- Non-profit design consultation & production for print & web

## Education

- BFA in Web & Graphic Design**
- Art Institute of Dallas
- Dallas, Texas
- GPA: 4.0 / 4.0