

brittakristine

You & Me *∞* The Perfect Blend of Marketing

Britta Carlson

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brittakristine.com

Experience

January 2016 - present

brittakristine

Founder & CEO | Web & Graphic Design

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

July 2018 - December 2018

Villager Insurance and Consulting Group

General Manager

- Built out, structured, and implemented all office functions, processes, and procedures; decision maker
- Supervised all producers and customer service representatives
- Oversaw all technology, systems, and office functions
- Developed branding, website, and marketing

February 2018 - July 2018

Unbridled Wealth

Corporate Administrator

- Built out the entire wealth agency from the ground up
- Integrated systems and procedures into the greater Unbridled companies
- Designed and developed all marketing initiatives

June 2016 - December 2017

Kingstone Financial

Executive Assistant / Director of Client Relations & Admin.

- Performed and managed all activities for the Owner
- Administered all functions for the office
- Supervised New Business Coordinator & Plan Design Assoc.
- Maintained all client correspondence

February 2014 - June 2016

Mountain Financial

Director of Operations

- Executed all client, carrier, and advisor communication
- Processed all new and existing business
- Supervised Client Relations Associate
- Coordinated all office functions

January 2015 - December 2015

Mission Hills Church

Website Specialist

- Created weekly emails
- Managed upcoming events
- Managed high-traffic WordPress website
- Designed and produced printed materials

Technical Skills

Adobe Illustrator

Adobe Photoshop

Adobe InDesign

Adobe Edge Code

WordPress

HTML5 / CSS3

Social Media: Instagram, Twitter, Facebook, LinkedIn

Basic jQuery / JavaScript

SASS

iMovie

GarageBand

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Keynote

Pages

Numbers

Design Skills

Web Design and Development

Coding

Marketing

Brand Identity

Corporate Identity

Art Direction

Digital Illustration

Layout

Typography

Project Management

Copywriting

Project Management

Conceptualization

Volunteer

Graphics and Technical Assistant at Wheaton Bible Church

Non-profit design consultation and production for print and web

Education

Bachelor of Fine Arts in Graphic and Web Design

The Art Institute of Dallas

March 2019

GPA: 4.0 / 4.0