

brittakristine

You & Me *~* The Perfect Blend of Marketing

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

Britta Carlson

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brittakristine.com

Technical Skills

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Edge Code
WordPress
HTML5 / CSS3
Social Media: Instagram, Twitter,
Facebook, LinkedIn
Basic jQuery / JavaScript
SASS
Brackets
iMovie
GarageBand
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Keynote
Pages
Numbers
Notary Public for the State of CO

Design Skills

Web Design and Development
Coding
Marketing
Brand Identity
Corporate Identity
Brand Collateral
Art Direction
Digital Illustration
Layout
Typography
Project Management
Copywriting
Conceptualization

Education Volunteer

Wheaton Bible Church

Graphics and Technical Assistant

Mission Hills Church

Young Professionals Leadership Team

Bachelor of Fine Arts in Graphic and Web Design

The Art Institute of Dallas

GPA: 4.0 / 4.0

President's Club