



**EMILY EVANS**  
**Administrative Assistant**

**EDUCATION**

Pasco-Hernando State College, Associate of Arts – AA, Liberal Arts and Sciences/Liberal Studies

**PROFESSIONAL EXPERIENCE**

**TDI-Brooks International Inc., College Station, TX, Administrative Assistant, July 2013 – Present**

- Import/export data entry of Accounts Payable Invoices and reimbursements into AP Tracking database
- Review and code all invoices and reimbursements, ensuring appropriate documentation, approvals, and any discrepancies, are resolved before issuing payments
- Monitor status of accounts receivable to facilitate efficient processing
- Maintain complex digital and physical filing system for Field Notebooks and data upon project completion
- Assist in preparation of permit applications and data for shipment, pickup and courier services for prompt delivery
- Update spreadsheet and database to track, analyze and report Marine Job Applicants status
- Maintain and upload training certifications to Crewing Module database
- Provide photography, photo adjustment and photo printing for international passport and visa applications
- Oversee troubleshooting of tdi-bi website technical issues to resolve problems quickly and efficiently
- Perform and maintain monthly backup of tdi-bi website database for backup and recovery

**TampaTech Web Design. Tampa, FL, Creative Director/Graphic Designer, May 2010 – May 2012**

**Web Design:**

- Ensured standards were compliant with emphasis on browser compatibility, accessibility and search engine optimization
- Completed full redesigns of existing websites to improve navigation and enhance visuals
- Tested websites and performed troubleshooting prior to deployment
- Managed weekly page layout and design updates

**Graphic Design:**

- Successfully managed and coordinated graphic design projects from conception through completion
- Created social media imagery for internal and client use via Myspace and Facebook
- Developed designs that clearly communicated the clients brand identity



#### Digital Retouching/Editing:

- Inspected proofs to verify quality of prints and need for adjusting and retouching
- Contributed to pre-production, production, and post-production phases of photo projects
- Improved image quality with editing software to remove unwanted marks, blemishes, scars, or injuries on a photograph
- Cropped and sized images for web content management programs
- Named and maintained digital asset file/structure organization

#### **Payless ShoeSource., Port Richey, FL, Retail Sales Associate, February 2010 – April 2010**

- Supervised end-to-end stock management, including examining incoming inventory, merchandising shelves and preventing shrinkage
- Contributed to design and setup of merchandise displays promoting key products, creating aesthetically pleasing arrangements to attract customer attention
- Assisted customers with inquiries – provided advice, styling tips and product knowledge
- Updated pricing and signage to complete product displays and educate customers

#### **PROFESSIONAL TRAINING & CERTIFICATIONS**

Introduction to Personal Branding – Coursera: University of Virginia, September 2020

Forensic Accounting and Fraud examination – Coursera: West Virginia University, August 2020

Psychological First Aid – Coursera: John Hopkins University, August 2020

Google Ads Display Certification – Google Digital Garage, July 2020

OSHA 30 Hour Outreach Training for General Industry - American Safety Council, Inc., November 2014