



**Emily Evans**  
Administrative Assistant  
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## PROFESSIONAL EXPERIENCE

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- Administrative Assistant, TDI-Brooks International, July 2013 - Present
- Creative Directive/Graph Designer, TampaTech Web Design, May 2010 - May 2012

## KEY ACHIEVEMENTS - TDI BROOKS INTERNATIONAL

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- 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

## KEY ACHIEVEMENTS - TAMPATECH WEB DESIGN

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- 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
- 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
- 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

## FORMAL EDUCATION

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

## PROFESSIONAL TRAINING AND CERTIFICATIONS

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- 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