

Andrea N. Pulley

Dolton, IL

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Experience

The Loop Branding Boutique

April 2024 - October 2024

E-Commerce Operations Specialist, Graphic Designer, Digital Marketing Coordinator

- Conduct daily operations for customer service, CRM management, build and execute social media and email campaigns
- Create visuals for customer orders, events, presentations, adbooks, and more
- Solidify brand development and brand standards through branding kits.

Cosmo Concierge | July 2023 - October 2023

Graphic Design Marketer Intern

- Create social media campaigns, curate informative visual content for brand visibility, review social media metrics to drive engagement

Independent Publishing Group | March 2023- June 2023

Operations Assistant Intern

- Assisted multiple departments in daily operations
- Resolve customer service tickets

Amazon | Monee, IL & Markham, IL | November 2017-April 2022

Process Assistant

- Led two departments to transfer products and customer shipments to vendors and warehouses.
- Coordinated with trucking companies and vendors
- Analyzed productivity status and organized workflow

Mark Leja LLC | Chicago, IL | May 2015- May 2020

Production Asst. Animation Supervisor, Concept Artist

- Assisted in the production of an independent film including timing directing, clean-up animation, colour scripting, etc

Education

Columbia College Chicago, Chicago, IL — *Film, Animation*

GRADUATED MAY 2013

SKILLS

- Adobe Creative Suite
 - Illustrator
 - Photoshop
 - Indesign
 - After Effects
 - Premiere
- Canvas
- Hubspot
- Microsoft Office Suite
- Autodesk Maya
- Autodesk Mudbox
- Graphic Design
- Motion Graphics
- Video Editing
- Time Management
- Project Management

CERTIFICATES

Digital Marketing

Hubspot Academy

Issued October 2024

Google Digital

Marketing &

E-commerce

Professional Certificate

Google/Coursera

Ongoing