

Anestasha Brown

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<https://tashamey87.wixsite.com/my-portfolio>

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILL

- Communication and Interpersonal Skills
- Time Management and Prioritization
- Content Creation Tools
- Front-End Skills: HTML, CSS
- Responsive Web Design
- Creativity and Innovation
- Teamwork and Collaboration
- Web Technologies: Bootstrap
- Google Analytics
- WordPress Proficiency
- Website Maintenance
- MVC Architecture
- Adobe Creative Suite
- Quality Assurance Testing

WORK HISTORY

GRAPHICS AND WEB DESIGNER

10/2014 to 09/2021

E2 Solutions | Roodepoort, South Africa

- Conceived and built optimized landing pages in HTML and CSS for integration and cross-browser compatibility for 100+ clients.
- Collected, defined and translated user requirements into project designs and implementation plans.
- Delivered user support to clients to train, educate and answer questions.
- Employed coding practices based on commonly accepted standards to establish site layout and user interface.
- Conducted unit testing to deliver optimal browser functionality.
- Took concepts and produced design mockups and prototypes on Adobe Creative Suite software to strengthen designs, enhance user experiences and improve site interactions.
- Collaborated with in-house web designers to create sleek and innovative UI design.
- Completed full redesigns of existing websites to improve navigation, enhance visuals and strengthen search engine rankings in Adobe.
- Enhanced functionality and appearance of website and repaired functionality issues.

- Able to gather specifications and other key details to meet requirements of site development.
- Designed user interface to meet client specifications and content management system.
- Crafted website content and graphics by coordinating copywriting, and designing images, icons, banners and enhancements.

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

05/2012 to 09/2014

Alchemist House (Ltd) Pty | Roodepoort, Gauteng

- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Answered incoming phone calls and emails, and presented urgent requests to CEO for response.
- Tackled special projects such as Quality Assurance Testing to meet tight deadlines.
- Organized personal files and Office files.
- Organized and coordinated conferences and monthly meetings.
- Created expense reports, budgets and filing systems for management team.
- Transcribed minutes of meetings and executed meetings and events for company to support sales, business development and senior management teams.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Researched, proposed and implemented vendor agreements to decrease costs and improve services.
- Processed travel expenses and reimbursements for executive team and senior management group.
- Worked collaboratively with auditors throughout reviews, offering assistance and clerical support.

EDUCATION

High School Diploma
Noordheuwel Highschool, South Africa

12/2010

LANGUAGE

Afrikaans

Native Language

English

Fluent

Spanish

Read Comprehension

German

Limited, but learning