

# Adellisa Hodzic



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(703) 459 3646

## Education

### Virginia Commonwealth University

2018 - 2021

Bachelor of Science in Mass Communications - Public Relations

## Experience

### Executive Admin Assistant

April 2022 - Present

*Miles Ahead Distribution*

- Providing high level administrative support to fellow executives through adaptability, people skills, and organization.

### Graphic Designer

Sep 2020 - Dec 2021

*Gateway Homes*

- Designed and developed artwork and layout for print and digital annual report using adobe suite
- Used strong written and verbal communication skills to interact with clients, gather requirements, and refine product
- Created fully-produced corporate videos with 100% client satisfaction

### Videographer & Graphic Designer Intern

Aug 2020 - Aug 2021

*Historic Petersburg Foundation*

- Created, developed, and edited video content for upcoming events in a timely manner
- Designed print and digital material such as logos, flyers, brochures, etc
- Operated multiple professional cameras such as Nikon 5100, Canon EOS 5D, and a DJI Mavic Air drone

### Social Media Manager Intern

Aug 2020 - Dec 2020

*SVN Cornerstone Commercial*

- Conducted research on target audiences
- Designed marketing content that is user friendly to each individual platform
- Increased awareness of the company through different social media channels

### Freelancer

May 2016 - Present

*Contract/ Self Employed*

- Graphic Design, Video Production, Photography, and Social Media Strategy

## Skills

- Detail Oriented
- Organization Skills
- Engaging Team Player
- Effective Customer Service
- Communication & Networking
- Multilingual



## Digital

- Microsoft Office
- Social Media Apps
- Adobe Suite
  - Illustrator
  - InDesign
  - Photoshop
  - Premiere Pro
- Canva
- Wix