



**COURTNEY AVERETT**  
GRAPHIC DESIGNER

**TECHNICAL SKILLS**

**ADVANCED**  
Photoshop  
Illustrator  
InDesign  
Hootsuite  
Microsoft Office  
G Suite  
PC/Mac

**PROFICIENT**  
Lightroom  
Wordpress  
Dreamweaver  
Premiere

**PROFESSIONAL STRENGTHS**

Design professional who has strong active listening skills that understands the importance of clear communication in producing finished work

Artistically inclined individual with strong aesthetic sense with a drive to heighten creativity

Tenacious individual with strong follow-through skills who completes projects

**EDUCATION**

BFA GRAPHIC DESIGN  
Rutgers University, Cum Laude | 2012 - 2015  
AA ADVERTISING GRAPHIC DESIGN  
Middlesex County College | 2009 - 2011

**HONORS / AWARDS**

Highest Academic Achievement:  
Advertising Design | 2011  
Department Award for Excellence:  
Media Arts & Design | 2011  
New Jersey Stars 1 & II | 2009 - 2013

**PORTFOLIO**

[www.courtneyaverett.com](http://www.courtneyaverett.com)

**EXPERIENCE**

**Cosmonet LLC** 2022 - Present  
*Corporate Manager & Graphic Designer*

Designing the websites, webpages, letterheads, and envelopes for various mobile home communities.

Improving work performance by discovering and teaching effective and improved methods to use various software

Administrative tasks such as: data entry, writing checks, writing and formatting business letters, running background checks, printing documents, maintaining and improving Google & Yelp business pages, and more

Providing tech support and customer service to tenants via phone and email

Communicating effectively with company owners and landlords to help come up with the best business solutions

**Second Impressions** 2016 - 2022  
*Print Production Graphic Designer*

Designed and updated marketing material, advertising material, brochures, signage, direct mail, promotional products and digital graphics

Designed for various industries as B2B or B2C such as beauty, energy/utilities, entertainment, restaurant, government, higher education, nonprofit, real estate, religious, and more

Created visual concepts, by hand or using computer software, to communicate ideas that inspire, inform or captivate consumers

Maintained, troubleshooted, and updated company website, plugins, and web portfolio

Utilized editorial/ layout/ typography skills to ensure final designs are executed with a keen design eye

Worked within a design template or reformatted existing art, while adhering and/or improving brand standards

Increased the customer satisfaction rate by 25% by improving the customer and design service. This also helped lead the company to consistently receive 5 star ratings

Advised management on upgrading their hardware so they can work more efficiently and even remotely