

# Tavonna Hadley

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## Summary

I am a double- major graduate from the University of Wisconsin-Milwaukee. My first major was Journalism, Advertising, Media Studies (JAMS), with a focus on advertising and public relations. My second major was Digital Arts and Culture, with a focus on graphic design. I am the owner of TH Creative Solutions, where I help people with all their branding, graphic design and photography needs. In my free time I enjoy bike riding and hanging out with friends and family.

## Education

University of Wisconsin-Milwaukee  
Graduated Fall 2017

Rufus King High School  
Milwaukee, WI 2008-2012

## Skills

Proficient in Adobe Photoshop,  
InDesign, Illustrator  
Proficient in Microsoft Office  
Familiar with HTML/CSS & Wordpress

## Work Experience

Receptionist and Administrative Assistant at First Weber Realty:

Glendale, Wisconsin July 2016- Present

- customer service
- answering the phone/ transferring calls
- maintaining a calendar for meetings and appointments
- making sure supplies are stocked and available
- organizing and filing paper work

Graphic Design Specialist at Experience Media Group

December 2016- June 2017

- conceptual designs in order to promote a range of technology-based brands and events
- logo creation

Student Manager of Restaurant Operations at UWM:

Milwaukee, WI August 2014- February 2017

- customer service
- time management of employees
- overseeing employees during work hours
- training new employees
- cleaning/sanitation of kitchen
- stocking and taking inventory of supplies
- filling-in in various roles (cooking, cashiering, cleaning, etc)