



# BELLA ARCHER

## DESIGNER

 Bella.archer06@gmail.com

 678-764-6730

 Marietta, GA 30008

## SKILLS

- Photoshop
- HTML and CSS
- UX/UI Design Tools
- JavaScript
- Digital Content Creation
- Customer Service
- CRM Systems
- Problem Resolution
- Acrylic & Digital Art
- Website design
- Visual Storytelling
- Communication
- Team Collaboration

## EDUCATION

**Ashford University**  
San Francisco, CA • 01/2016 - 09/2017  
**Master's:** Organizational Management

**Atlanta John Marshall Law School**  
Atlanta, GA • 09/2010 - 12/2011  
Law

**Georgia State University**  
Atlanta, GA • 09/2006 - 05/2010  
**Bachelor's:** Political Science,  
Psychology

## PROFESSIONAL SUMMARY

Innovative and professional, bringing expertise in graphic design, customer service, content creation, and UX design. Proven ability to deliver user-centric solutions and enhance customer experiences. Successfully created impactful branding materials in remote, hybrid, and on-site environments. Skills extend to technical content management, digital design, and educational technology with a focus on collaboration and efficiency. Offers a unique blend of creativity and analytical skills. Ready to learn and grow in a content-focused role.

## WEBSITES

- [linkedin.com/in/bellaarcher](https://www.linkedin.com/in/bellaarcher)
- [www.bellaarcher.com](http://www.bellaarcher.com)

## WORK HISTORY

**Revature - Content Specialist**  
01/2023 - Current

- Develop and optimize technical content for global digital platforms
- Collaborate with cross-functional teams to improve content strategies, driving engagement and retention

**CE Mitchell Tutoring Company - Content Media Consultant**  
08/2022 - Current

- Design and implement social media strategies to enhance brand visibility
- Create compelling digital content and manage website updates to drive engagement

**Morley - General Motors - Part delay Specialist**  
01/2022 - 01/2024

- Delivered exceptional remote customer service with a 95% satisfaction rate
- Efficiently resolved customer inquiries and complaints in a high-volume environment

**Broadpath - Express Scripts - Customer Service Representative**  
01/2020 - 01/2022

- Handled complex prescription-related inquiries, ensuring compliance with industry standards
- Consistently exceeded KPIs, demonstrating reliability and effectiveness in remote work settings

## CERTIFICATIONS

12/2024  
Oracle Cloud Infrastructure 2024 AI Foundations Associate  
07/2023  
Google UX Design Professional Certificate  
04/2022  
Generation U.S.A. Program - Digital Skills Training  
07/2005  
Kennesaw State University - Java Programming Course