

oh, hey!



PROFILE

Familiar with branding, logo design, web design, and user experience. Always learning and expanding my skill sets for this ever changing industry.

Creative

Communication

Leadership

TeamWork

SOFTWARE

Ai

Ps

Id

Xd

Pr

SKILLS

OUTLOOK/TEAMS

EXCEL

MICROSOFT WORD

POWERPOINT

EDUCATION

BACHELORS GRAPHIC DESIGN
FULL SAIL UNIVERSITY
2017-2020



roze leonardo.

GRAPHIC DESIGNER

ABOUT ME

My name is Roze Leonardo, I live in Winchester, KY and I am excited to be a part of your team! I care about what I create individually and what we create together. I'm dedicated, self motivated, and goal oriented.

Key strengths include ability to adapt quickly, can take and give constructive criticism, strong computer efficiency, organizational and communication skills. Can't wait to hear from you!

EXPERIENCE

2021

Logo, Brand, and Web Design

Liz's Blingy Biz

<https://lizzsblingybiz.trueims.com>

Logo Design

Bluegrass Import/Export

2019-PRESENT

Business Analyst

Conduent Inc.

Runs reports and prepares data for client presentation, manage case volumes and tracking, meet with web developers and testing teams to manage work volume, and project timelines.

2017-2019

Mail Room Supervisor

Conduent Inc.

Mail Room and Data Entry Supervisor. Manage team scheduling, workflows, queue's, training, team building, and mentoring. Attend client meetings to discuss team improvement, stats, and processes.

2011-2017

Auditor

Conduent Inc.

Audit medical claims for correct billing, payment, and processing. Provide constructive feedback and coaching to data entry processors on proper procedure and claim handling. Prepare quality reports and data for the client.

CONTACT

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