

Courtney Baker

BA in Advertising



EDUCATION

Bachelor of Arts in
Advertising
University of Florida,
Gainesville, FL

SKILLS

Adobe InDesign
Adobe Illustrator
Word
Excel
PowerPoint

CONTACT INFORMATION

407-766-0733
courtneyebaker@ufl.edu

EXPERIENCE

Artist, Independent Contractor

January 2009 – Present

- Commissioned to design and create murals based on needs per customer.

Classroom Assistant, Green Day Early Learning Center

January 2014 – July 2017

- Responsible for monitoring children's play activities to keep them safe and engaged
- Instructed children in good health and proper hygiene
- Assisted the lead teacher with daily lessons and homework.

Office Assistant, Green Day Early Learning Center

January 2014 – July 2017

- Responsible for filing, answering phones, greeting the family, and performing bookkeeping tasks in order to keep the office organized and flowing smoothly.
- Prepared daily bank deposits, reconciled bank receipts, and entered payroll.
- Assisted in the implementation of a new software application whereby parents utilize a touch screen monitor to check in, check out, pay their tuition and manage their child's activities.
- Assisted the owner with design of the company's website to help with promotion.