



Lindsey Holt

GRAPHIC DESIGNER
ADMINISTRATIVE
PROFESSIONAL

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ABOUT ME

Hi, my name is Lindsey! I have over 5 years in administrative office work, design, and media. I strive to bring efficiency and creativity to everything I do.

I spend my free time spoiling my dog Freyja, picking up new creative hobbies, or hanging out with friends and family.

SOFTWARE & SKILLS

Adobe Illustrator

Adobe Photoshop

Microsoft Office

QuickBooks

WORK EXPERIENCE

SECRETARY & MEDIA MANAGER

Trinity Pentecostal Church Jan. 2018 - Present

Design, Branding, & Social Media:

- Created a recognizable brand image and implemented it across all media
- Improved SEO and increased our social media reach - notably for our food pantry which was noticed by local journalists and featured on KNWA news
- Managed our Google Business Profile, including resolving existing errors on the profile
- Created and maintained: website, weekly news bulletins, promotional or advertising materials, and media for live church services

Finance & Administration:

- Streamlined our QuickBooks lists and accounts, and implemented previously unused features such as e-mail receipts for donors
- Recorded and categorized all monetary transactions, including processing donations and paying bills
- Set up and managed an online giving account to receive offerings and donations
- Prepared financial reports and donor receipts
- Scheduled routine maintenance such as pest control, window cleaning, etc.
- Answered the phone

INTERNSHIP

Lightning Bolt Advertising Summer 2017

- Designed layouts for printing
- Learned to cut, weed, and transfer vinyl designs
- Installed grommets for signs and banners
- Answered the phone

EDUCATION HISTORY

**Bachelor of Arts
in Graphic Design**

Dec. 2017

John Brown University