

Brenna Cade

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•Motivated•Creative•Detail-Oriented•Self-Starter•Avid Learner•

Education

WESTERN KENTUCKY UNIVERSITY
Bachelor of Arts - 2005 to 2010
Creative Interactive & Print Advertising
Graphic Design

Tools

- LinkedIn
- Facebook
- Twitter
- Pinterest
- Instagram
- Blogger
- Wordpress
- Microsoft Office Suite
- Adobe Creative Suite

Professional Experience

THE LEARNING HOUSE, Louisville, KY

Student Success Coach - 2014 to Present

Advise and coach students through degree completion, collaborate and communicate with partner institution staff.

- Develop email and phone registration campaigns and work to meet institution and Learning House forecast numbers.
- Manage large population of students, keep records and files updated and remain available for assistance.
- Maintain organized email inbox, provide fast and accurate responses for both students and partner institution staff.
- Course advise multiple programs within partner institution and align degree audits to follow institution policy.
- Document and review policies and processes for both internal and institution use.

STARBUCKS, Louisville, KY

Barista - 2013 to 2015

Create quality handcrafted beverages and build lasting customer connections.

- Handcraft quality products according to recipe in a fast-paced environment.
- Meet store, company, and health department standards.
- Organize and follow seasonal retail store sets, adjusting to increase customer view in store specific layout.

PUZZLE'S ACADEMY CHILD DEVELOPMENT CENTER, Louisville, KY

Teacher - 2011, Assistant Director - 2011 to 2013

Maintain and grow enriching educational environment for children.

- Establish a safe and nurturing environment for children to learn through creative and enriching activities.
- Maintain records for student information files and billing.
- Compile and submit paperwork for state funding.
- Manage and assist teachers throughout multiple classrooms.

LIZZIE LOO PHOTOGRAPHY, Shelbyville, KY

Freelance Designer - 2010 to Present

Collaborate and execute layout and design to meet client specifications and remain consistent with established brand.

- Produce unique layout and design projects in a fast turnaround time frame.
- Design with client desires in mind, while keeping aesthetic within Lizzie Loo Photography brand standards.
- Ensure designs fit into template and printing company criteria.

FIRST BAPTIST CHILD DEVELOPMENT CENTER, Bowling Green, KY

Assistant Teacher - 2008 to 2010

Support teaching staff in order to create a nurturing and learning environment for children.

- Assist with creating and executing lesson plans.
- Create a safe and educational environment for children through various activities.

WESTERN KENTUCKY UNIVERSITY TALISMAN YEARBOOK, Bowling Green, KY

Designer - 2006 to 2007, Design Editor - 2007 to 2008

Work with a team of designers, photographers and writers to create an award-winning collegiate yearbook.

- Collaborate with full staff to create a design that remains on theme and meets consistent design standards throughout.
- Work in a fast-paced environment to keep layout designs high-quality and maintain creative aesthetic.
- Manage and meet with design staff to ensure all projects are completed prior to deadlines.