

# Shelley M. Latreille

Portfolios: shellatreille.com

linkedin.com/in/shellatreille

returnsyourgazeart.com

Current Location: West Jordan, UT (Ability to Relocate Within 1 Week if Position Requires it)

## Education

<b><u>SALT LAKE COMMUNITY COLLEGE</u></b>   A.A.S. Computer Sciences & Information Systems   G.P.A. 4.00	May 2020
<b><u>SALT LAKE COMMUNITY COLLEGE</u></b>   A.A.S. Network Systems   G.P.A. 4.00	May 2020
<b><u>STRAYER UNIVERSITY</u></b>   M.S. Accounting & Human Resources Management   G.P.A. 4.00	Dec 2011
<b><u>STRAYER UNIVERSITY</u></b>   B.S. Accounting   G.P.A. 3.80	Mar 2008
<b><u>HERKIMER COUNTY COMMUNITY COLLEGE</u></b>   A.A.S. Accounting   G.P.A. 3.96	May 2005
<b><u>SUNY ONEONTA COLLEGE</u></b>   B.S. Psychology   G.P.A. 3.73	May 2001
<b><u>FULTON-MONTGOMERY COMMUNITY COLLEGE</u></b>   A.S. Math/Science   G.P.A. 3.80	May 2000

## Employment

**BEACH STONE OUTSOURCED SOLUTIONS** | Midvale, UT | June 2001 – June 2018

*Human Resources Manager / Information Technology Specialist*

- Onsite and Remote Work in Human Resources, Payroll, Office Management, Website Design, and IT
- Industries included Construction, Mental Health, Property Management, Call Center, Restaurant, and Retail
- Client sizes ranged from 5 – 400 employees and include startups and established businesses
- Onsite Clients (NY, VT, PA, ME, UT) and Remote Clients (TN, AK, CO, AZ, OR, WA, CA, TX, ID, NM)
- Reason for Leaving: The company closed and then I went back to college from August 2018 – May 2020.

## Skills

➤ <b>Website Design</b>	❖ Videos	❖ Orientation & New Hires
❖ HTML	➤ <b>Photography</b>	❖ Payroll & Benefits
❖ CSS	❖ DSLR & Smartphone Cameras	➤ <b>Operating Systems</b>
❖ JavaScript	❖ Editing Photos	❖ Windows
❖ Bootstrap	❖ Creating Collages	❖ Android OS
❖ WordPress	❖ Merging Images	❖ Linux
❖ Wix	❖ Redesigns	❖ MAC OS
❖ Front Page	❖ Improvements	❖ Apple iOS
➤ <b>Graphic Design</b>	➤ <b>Marketing</b>	➤ <b>Software Programs</b>
❖ Photoshop	❖ Email Campaigns	❖ Word
❖ Publisher	❖ Constant Contact	❖ Excel
❖ Paint	❖ Mail Chimp	❖ Outlook
❖ Paint Shop	❖ Ad Creation	❖ Access
❖ Pixlr-O-Matic	❖ Google Ads	❖ PowerPoint
❖ Be Funky	❖ Facebook Ads	❖ Adobe Creative Cloud
❖ Snapseed	❖ Instagram Ads	❖ Google G Suite
❖ Adobe Creative Cloud	➤ <b>Social Media</b>	❖ Apple iWork
➤ <b>Content Creation</b>	❖ Instagram	➤ <b>Proofreading &amp; Editing</b>
❖ Articles	❖ Facebook	➤ <b>Customer &amp; Vendor Relations</b>
❖ Blogs	❖ Twitter	➤ <b>Payroll Processing</b>
❖ Social Media	❖ LinkedIn	➤ <b>HR Management</b>
❖ News	❖ YouTube	➤ <b>Customer Service Skills</b>
❖ Poems	❖ Flickr	➤ <b>Compliance &amp; Investigations</b>
❖ Short Stories	❖ Pinterest	➤ <b>Problem-Solving</b>
❖ Posters	❖ Tumblr	➤ <b>Troubleshooting</b>
❖ Flyers	➤ <b>Designing Training Programs</b>	➤ <b>Project Management</b>
❖ Logos	❖ Training Managers & Staff	➤ <b>Investigations</b>
❖ Business Cards	❖ Instructional Design	➤ <b>Recruiting</b>
❖ Newsletters	❖ Software Programs	➤ <b>Supervisory Experience</b>
❖ Photos	❖ Company Policies & Procedures	➤ <b>Documenting Procedures</b>