

To Whom It May Concern:

I am interested in any open positions that directly align with my education and experience. If required for the position, I can relocate to your area within one week and begin work immediately. I am a Website / Graphic Designer and Human Resources Manager. I am a lifelong learner and have obtained several college degrees in multiple subjects. I completed my most recent degrees at Salt Lake Community College in May 2020. I obtained an Associate of Applied Science in Computer Sciences and Information Systems and an Associate of Applied Science in Network Systems. My list of other degrees includes a Master of Science in Accounting and Human Resources Management and a Bachelor of Science in Psychology.

I am an Artistic Professional with experience in Website and Graphic Design, Marketing, SEO, Social Media, Photography, Content Writing, Blogs, Short Stories, Poetry, and Art. In my prior role as a Human Resources Manager, I incorporated all my artistic skills into my work through creating and updating website content, company newsletter content, social media content, marketing, company events, posters, brochures, contests, employee of the month awards, job fairs, employee orientations, photography, photo editing, PowerPoint presentations, and training manuals and materials.

My employment experience and education has transformed me into a unique individual who is extremely detail-oriented, efficient, accurate, organized, and who works well under pressure. I am a hardworking and dedicated employee and team member who is a self-starter, organized, a fast learner, multi-tasker, personable, and laid back. I am goal-oriented and determined to do an outstanding job, achieve results, exceed expectations, approach challenges enthusiastically, maintain confidentiality and discretion, and provide the utmost quality customer service. I have excellent interpersonal, analytical, proofreading, problem-solving, website and graphic design, time management, and written and verbal communication skills. I have developed very proficient skills in Windows, HTML, CSS, Bootstrap, WordPress, Microsoft Office, Adobe Photoshop, Adobe Creative Cloud, E-mail, databases, Social Media, and Internet use.

In my previous role as Human Resources Manager, I assisted businesses with growth and success. Some of my accomplishments include establishing Human Resources and Payroll Departments, creating and updating company policies and procedures, creating operational goals, creating a company culture that all employees will enjoy, ensuring managers and staff are accountable for their work and actions, increasing employee morale and retention, reducing expenses, increasing efficiency and organization, maintaining and adhering to state and federal laws, training managers and staff, hiring qualified team members, office management, Accounting, IT support, and website design. I am highly successful with employee, vendor, and customer relations and possess an excellent customer service orientation. I am dedicated to teamwork, quality customer service, business development, and public service.

I believe that my work experience and education would be an asset to your organization. I am confident that I can make significant contributions to your organization and look forward to the possibility of working for you. I have included a copy of my resume for your review. If you have any questions, or to schedule an interview, please feel free to contact me via the contact form on my ePortfolio:

ePortfolio: shellatreille.com

Website: ReturnsYourGazeArt.com

Blog: publish0x.com/returnsyourgazeart

Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,
Shelley M. Latreille