

# BRITTANY HERMAN

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h (918) 606-1286

a Tulsa, OK

## SKILLS

- Adobe Photoshop
- Advertising
- Art
- Billing
- Book Keeping
- Budgeting
- Business Development
- Customer Relations
- Customer Service
- Graphic design
- Inventory Control
- Excel
- Operations Management
- Receiving
- Sales
- Shipping
- Social Media platforms

## EDUCATION

College of Muscogee Nation  
Okmulgee, Oklahoma

Native American Studies

- Recipient of [CMN Scholarship 2017-18-19](#) Scholarship
- Recipient of [American Indian College Fund Full Circle 2018-19](#) Scholarship
- Recipient of [Tribal FNA Scholarhip 2018-19](#)

Tulsa Technology Center - Peoria  
Tulsa, OK

Digital Media

- Certificate in Adobe products

## CERTIFICATIONS

Adobe Products Certification  
VITA/TCE Certification

## PROFESSIONAL SUMMARY

Talented Business Owner with excellent marketing, customer service and facility oversight skills and more than five years of experience. Highly effective and comfortable working with people at all levels in organization. Strategic-thinking individual experienced in problem solving and driving results. Owner of monthly subscription box business for more than three years. Offering engaging and pleasant personality with expertise improving customer relationships.

## WORK HISTORY

Black Box Subscriptions - Owber  
*10/2014 - 08/2017*

- Total and complete authority over all areas of business.
- Responsible for monthly billing, ordering, processing, receiving of goods.
- Inventory control, Shipping, and Receiving.
- All areas of Customer Service and Satisfaction.
- Partnering with other businesses and artists to showcase items.
- Advertising through multiple Social Media platforms including Facebook, Twitter, Instagram, and Tumblr.
- Creative and Graphic Design on website, print materials, and social media.
- Keeping track of new clients in billing software and Excel.

Tulsa Obscura - Owner  
*03/2015 - 03/2016*

- Responsible for overseeing all operation of busines.
- Sales transactions, maintenance, billing, ordering, shipping, customer service, and other daily functions.
- Workied with local artists to display and sell their artwork and goods on a commission base.
- Updated all social media advertising.
- Hosted art showings and events for public engagement.
- Creative and graphic design on print materials and social media.

US Cellular Social Media Executive  
*02/2013 - 03/2015*

## AFFILIATIONS

- Member - American Indian Science and Engineering Society 2019 to Current
- Member - American Indian Higher Education Consortium 2018 to Current
- Member - Phi Theta Kappa Honor Society 2019 to Current

## ADDITIONAL INFORMATION

Volunteer Income Tax Assistance and Tax Counseling for the Elderly (VITA/TCE) program 2019

Haskell Environmental Research Summer Internship 2019