



PATRICIA (Trish) MORENO

Highly creative and multi-talented professional with extensive experience in graphic design (print and digital), event planning, marketing, social media and administrative support.

CONTACT



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970.768.6066



15330 County Road 14
Fort Morgan, CO 80701



consideritdonevirtualassistant.
com/portfolio

SKILLS

Administrative Support	<div></div>
Print Design	<div></div>
Digital Design	<div></div>
Social Media	<div></div>
Event Planning	<div></div>
Grant Writing	<div></div>
Bilingual English/Spanish	<div></div>

SOFTWARE

Microsoft Office	<div></div>
Adobe Photoshop	<div></div>
Adobe Illustrator	<div></div>
Sprout Social	<div></div>
Hoot Suite	<div></div>
SAP	<div></div>

SOCIAL MEDIA

Facebook	<div></div>
LinkedIn	<div></div>
Twitter	<div></div>
Instagram	<div></div>

PERSONAL

Creativity is the cornerstone of all my talents and skills. I have been lucky to have a career that has allowed me to utilize and grow my talents in multiple areas-but graphic design has always been my biggest strength. I am known as a team player who is willing to go the extra mile to accomplish tasks and meet deadlines. My passion is helping people do their "thing", whatever that may be - I am fortunate that my skills align with that passion.

WORK EXPERIENCE

Dairy Farmers of America
Maintenance Planner & Scheduler
October 2018 - Current

Consider It Done Virtual Assistant
Owner
December 2009 - Current

ASI Services (temp for DFA)
Office Specialist
May 2018 - October 2018

Rising Up
Co-Founder/Grant Writer
March 2015 - May 2018

SOS Healthcare Staffing
On-Call Staffer
November 2014 - June 2018

Sage Strategies
Administrative Assistant
September 2010 - June 2013

Fort Morgan Chamber of Commerce
Executive Director
April 2004-December 2009

Morgan Community College
Adult Basic Ed Instructor
September 2003 - May 2006

Morgan County
IT Specialist
April 2003-March 2004

Morgan County Economic Development
Office Assistant/Marketing Coordinator
March 1998-April 2003

EDUCATION

Various Continued Education
Social Media, Graphic Design & More
2000-Current

Morgan Community College
Business/General Studies
1994-2000 (at various times)

Aims Community College
General Studies
1992-1993

Prairie High School
High School General Studies
1992 Graduated