



# 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



Print Design



Digital Design



Social Media



Event Planning



Grant Writing



Bilingual English/Spanish



## SOFTWARE

Microsoft Office



Adobe Photoshop



Adobe Illustrator



Sprout Social



Hoot Suite



SAP



## SOCIAL MEDIA

Facebook



LinkedIn



Twitter



Instagram



## 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

Sage Strategies

Maintenance Planner & Scheduler

Administrative Assistant

October 2018 - Current

September 2010 - June 2013

Consider It Done Virtual Assistant

Fort Morgan Chamber of Commerce

Owner

Executive Director

December 2009 - Current

April 2004-December 2009

ASI Services (temp for DFA)

Morgan Community College

Office Specialist

Adult Basic Ed Instructor

May 2018 - October 2018

September 2003 - May 2006

Rising Up

Morgan County

Co-Founder/Grant Writer

IT Specialist

March 2015 - May 2018

April 2003-March 2004

SOS Healthcare Staffing

Morgan County Economic Development

On-Call Staffer

Office Assistant/Marketing Coordinator

November 2014 - June 2018

March 1998-April 2003

## EDUCATION

Various Continued Education

Aims Community College

Social Media, Graphic Design & More

General Studies

2000-Current

1992-1993

Morgan Community College

Prairie High School

Business/General Studies

High School General Studies

1994-2000 (at various times)

1992 Graduated