

Cortney Wright

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I am reliable, hard working, great with people and can handle any situation. I am very quick and efficient, I do what needs to get done in a timely manner. I have a lot of determination and know there is always room for improvement. As well, I take pride in what I do and am exceptional because I put time and effort into it. I also pay strong attention to detail and always strive for growth.

CURRENT

Grateful Roots— Freelancer/Independent Contractor

MAY 2015 - PRESENT

- Wordpress Website Development

- WordPress CMS
- Hosting
- Search Engine Optimization

- Graphic Design

- Logos
- Advertisements
- Adobe Creative Suite

- Marketing Collateral

- Business Cards + Flyers + Brochures
- Trade Design + Letterhead + PP
- Email Campaigns + Social Media
- Screenprinted T-Shirts + Embroidered Beanies

- Printing Services

- Digital
- Screen Printing
- Heat Press

- Product Ordering

PROJECTS

Northwest Framing and Construction — Wordpress Website

+ Graphic Design

- Logo

Portland Herbal School — Wordpress Website

+ Graphic Design

- Logo/Email Campaign

PORTFOLIO

www.gratefulroots.com

SKILLS

Wordpress Web Development.

Graphic Design.

Brand Identity.

Label Design.

Marketing & Advertising.

Commercial Photography.

Isolating Images.

Social Media.

Screen Printing.

Embroidery.

Sourcing.

Communication.

Customer Service.

EDUCATION

University of Oregon,
Eugene

September 2009 - September 2010

West Linn High School
High School Diploma

September 2006 - June 2009

Lear Electric Company — *Wordpress Website*

Welcome Home Health — *Wordpress Website*

+ Graphic Design

- Logo/Flyer/PostCard/PowerPoint/Letterhead

Patientcard — *Wordpress Website*

+ Graphic Design

- Logo/Flyer/Statements/Disclosures/Membership Card/Letterhead/PowerPoint

Maverick Cafe Menu — *Wordpress/Ecommerce Website*

+ iPhone APP & Android APP

Xprescatering — *Wordpress Website*

+ Graphic Design

- Logo

PDX Arsenal — *Wordpress/Ecommerce Website*

+ Graphic Design

- Logo/Car & Window Decal/T-Shirt

TORO45 — *Wordpress Website & Sales Management*

+ Graphic Design

- Logo/Flyer/Product Labels/T-Shirts/Beanies/Email Campaign

PAST EXPERIENCE

IQ Natural & Organics, Gladstone — *Creative Director*

APRIL 2012 - MAY 2015

- **Wordpress & Magento Website**

- Ecommerce
- Product Listing/Description Writing
- Blog

- **Graphic Design & Advertising**

- Logos
- Brochures
- Presentation Folders
- Info Cards/Postcards/Flyers
- T-Shirts
- Email Campaigns
- After Effects Video Design
- Google Ads - Banner Ads

- **Executive Assistant**

- **IT/Computer Maintenance**

- **Product Purchasing**

- **Product Label Design**

- **Photo Editing - Isolating Images**

- **Commercial Photography**

- **Social Media**

- Facebook/Twitter/Instagram/Pinterest/Youtube/Blog
- **Shipping/Receiving**
- USPS - stamps.com
 - Pick tickets/bubble wrap/weigh, record & ship
- **Production**

Organically Grown Company, Clackamas — *Warehouser*

APRIL 2010 - MARCH 2012

- Repacking

- Sort product for poor quality, wrong size or dirty.
- Pick and pack product for less than full case sales.
- Complete documentation on paperwork and product.
- Match product to paperwork to ensure count/size/weights.
- Identify Non-organic vs Organic and grower labels.
- Face all labels and shelf via rider pallet jack.

- Shipping/Receiving

- Build customer orders accurately from pick tickets.
- Assist with checking in and loading will-calls.
- Communicate shortages and make subs where appropriate.
- Build pallets following proper stacking and storage methods to ensure stability and to prevent product damage.
- Shrink wrap and label all complete pallets.
- Assist with truck loading.
- Incorporated a new floral department in the company: Identified varieties of flowers, bouquets, branches, succulents, cactus, ferns, and moss. Sorted flowers accordingly to product orders from New Seasons Market. Organized and stacked product on flower carts, or pallets for stable shipping.

The Village Baker, Bend — *Cashier, Server, Retail, Barista*

JUNE 2009 - APRIL 2010

- Bread/Pastry making
- Food Prep - soup, salads, pasta, sandwich
- Creating/Following recipes
- Full Menu memorization
- Barista - coffee/espresso making
- Busing tables, cleaning, stocking and organizing
- Cash Register