

# Emily Bernardi

ebernardi55@yahoo.com

## Skills & Software Experience

- |                     |                     |                   |                      |
|---------------------|---------------------|-------------------|----------------------|
| ◆ Windows & Mac     | ◆ Adobe InDesign    | ◆ Adobe Fireworks | ◆ WordPress Expert   |
| ◆ Microsoft Office  | ◆ Adobe Photoshop   | ◆ HTML Coding     | ◆ Affinity Photo     |
| ◆ Adobe PageMaker   | ◆ Adobe Acrobat     | ◆ CSS             | ◆ Affinity Publisher |
| ◆ Adobe Illustrator | ◆ Adobe Dreamweaver | ◆ MySQL           | ◆ Affinity Designer  |

## Education

**Diablo Valley College**, Concord, California - 8/03-6/06

Computer programming, web design, graphic art.

**Los Medanos College**, Pittsburg, California - 8/96-12/97,  
9/84-6/88, 8/01-12/01, 1/03-6/06, 1/2010-5/2010.

General education, music and computer courses, graphic art,  
programming, web design and advanced Microsoft Office.

**Heald Business College**, Hayward, California - 5/75-3/76

Administrative training program which included typing,  
shorthand, English, business math and office procedures.

**Ongoing Education**, I continue to study and keep updated  
on what I have previously learned as well as gain new skills.

**Expert VA Training**. This was an intensive Virtual Assistant  
training course by Kathy Goughenour. I received their  
Expert Virtual Assistant Certification—2019

## Personal Qualities

- \* Extremely organized
- \* Self-motivated
- \* Detail oriented
- \* Problem solver
- \* Extremely technology oriented
- \* Diligent & hardworking
- \* Honest & reliable
- \* Kind, thoughtful, understanding
- \* Very quick to learn
- \* Work done in prompt & timely manner
- \* Easy to work with

## Work History

**Freelance at Bernardi Solutions (Bernardi Web Design)**—7/2003-Present

I have worked in web design and development since 2003 and now focus primarily on WordPress websites. I have kept up-to-date on the many changes in my field.

**Digital Canvas Web Solutions**—1/05-2/09

I worked on all tasks regarding web design, designing and maintaining websites, working with graphics,

**Main Street Realty**—7/03-12/08, 7/2012-0/2020

Primarily marketing. I prepared the flyers, mailers, business cards and all the other graphic design work as well as online advertising and building and maintaining the website. I also do other various admin tasks as needed.

**Keller Williams, Antioch, CA**—7/08-8/10

I worked as a real estate agent.

**Bernardi Word Processing**- 10/96-7/2003

I prepared various documents primarily using Microsoft Office & Adobe software. creating newsletters, flyers, business cards and other graphic layout work. I also designed, built and maintained websites.

**Kaiser Engineers Field Office**, Lawrence Livermore Lab - 9/80-3/81

Part of the administrative staff at the NOVA Construction Site. Duties included typing, filing, mail, phones, setting up meetings, diverse clerical tasks.

## Online Presence

**Website:** <https://bernardisolutions.com/>

**LinkedIn:** <http://www.linkedin.com/in/emilybernardi>

**Website:** <https://emilybernardi.com/>

**Facebook:** <https://www.facebook.com/emilywp>