

Emily Bernardi

ebernardis55@yahoo.com

Skills & Software Experience

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