

Hayley Truscio

CONTACT



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hayley-bug.com

EDUCATION

- **Florida State College** – Jacksonville, FL
Graduated 2017 with an Advanced Technical Certificate in Paralegal Studies.
- **University of Florida** – Gainesville, FL
Graduated 2014 with a Bachelors in Art and Technology.
- **Santa Fe College** – Gainesville, FL
Graduated 2011 with an Associates of Arts in Art Studio and Associate of Science in Digital Media Technology.

SKILLS

- 7+ years working as Marketing/Advertising Manager for Law Firm in St. Augustine
- 6+ years working as a paralegal
- 10+ years working with Adobe Illustrator and Photoshop
- Highly organized and motivated
- Excellent people skills
- Proficient with computers and office management programs

ABOUT ME

A positive attitude, clear communication, and self-motivation are things I believe I bring to any project no matter how big or small. I have experience working remotely while meeting deadlines both independently and as a part of a team as well as working within a more traditional office environment. I look forward to opportunities to problem solve and strive to continue to learn and grow both personally and professionally.

WORK EXPERIENCE

- **Boles Law Firm** 2016-present
St. Augustine, FL (904) 599-2109

Marketing/Advertising Manager and Paralegal. Document preparation, scheduling, client communications, and file organization.

Creating and tracking all advertising, marketing, web design, brand management, and online presence. Interpreting analytics, optimizing SEO, and adjusting advertising as needed.

- **Ward Media Group** 2015-2016
St. Augustine, FL (904) 540-9933

Graphic Designer. Web design, brochures, social media campaigns, brand management, logos, advertising, and various other business materials for local companies.

- **University of Florida** ... 2011-2012
Gainesville, FL

Communication Specialist. One of three operators and communications information organizers for the University of Florida, main campus.

- **Dragonfly Graphics** 2009-2011
Gainesville, FL

Graphic Designer and Production Assistant. Worked with the University of Florida, United Way, Doctors Without Borders, Shands Hospital as well as many local businesses and clubs.