

Ashley Brooks Rogers

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Roswell, GA

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Objective

Organized, reliable, and adaptable professional with over five years of experience in client relations, visual communication, and project coordination. Skilled in supporting team needs, managing deadlines, and fostering a positive environment. Seeking a role that allows me to contribute strong organizational and interpersonal skills to support the team and enhance daily operations.

Skills

- Visual communication and marketing; print and digital
- Effective communication & office management
- Organized work-flow delivery for timely solutions
- Flexibility & adaptability in all environments
- Conflict resolution & solution driven problem-solving
- Creative strategies in engaging cross-trained groups
- Attention to detail & process improvement

Professional Experience

Communication Associate

Roswell United Methodist Church, Roswell, GA

2023–2024

- Supported daily operations and event management, coordinating calendars, communicating with teams, and ensuring a well-organized environment for a large community group to worship and celebrate.
- Worked with diverse community members, addressing inquiries, helping to manage events smoothly, and digitally documenting for social engagement.
- Developed a strong organizational branded system for company-wide use, contributing to process improvements and increasing efficiency.

Merchandising Execution Team Member

Home Depot, Roswell, GA

2020–2022

- Oversaw product placements and organized displays to enhance the customer experience, meeting corporate guidelines and maintaining a time-managed, task-completed work environment.

- Demonstrated adaptability and teamwork by collaborating with other departments to support seasonal resets and address changing priorities.
- Collaborated with staff to improve customer service and conflict resolution, resulting in recognition as Employee of the Month (August 2021).

Office Manager

Luna Commercial Roofs, Roswell, GA

2018–2020

- Managed client communications and scheduling for multiple projects, ensuring a smooth and efficient office operation.
- Supported CEO needs by coordinating meetings, organizing documentation, and handling administrative duties, demonstrating reliability and attention to detail.
- Cultivated relationships with clients and vendors through clear visual communication and branded marketing, enhancing the client experience.

Graphic Designer

Amusemints Sweets and Snacks, Atlanta, GA

2013–2015

- Collaborated with sales teams on creative projects, customizing materials to support team productivity, trade events, and achieving project goals.
- Developed strong organizational skills by maintaining project schedules and meeting multiple client deadlines, enhancing attention to detail and process management.
- Communicated effectively with clients and team members to achieve project alignment and client satisfaction through product development and illustration.

Education

B.F.A. in Graphic Design / Photography

Georgia Southern University

Portfolio Center

Awarded Gold for Peace Bridge Project, 2009

Technical Training

- **Event Branding & Design:** Logo, Signage, Menus, Promotional Materials, Invitational Print, Product Development
- **Cross-functional Team Collaboration:** Leadership, Training
- **Vendor Coordination & Relations:** Scheduling, Follow-up, Customer Service
- **Event Photography:** Lifestyle, Product, and Drone Photography
- **Adobe Creative Suite:** InDesign, Photoshop, Illustrator
- **Event Social Media Management:** Content Scheduling & Engagement (Instagram, Hootsuite)
- **Project Management:** Multi-tasking, Client Communication
- **Software Proficiency:** Adobe CC, Canva, WIX, MailChimp, Microsoft Office, QuickBooks