

# Brittany L. Hunter

B.A. Classics - Grand Valley State University

## Profile

Vibrant, ambitious liberal arts graduate has extensive skill in graphic design and website programming as well as polished writing skills, a passion for teaching, and the ability to read five languages. Extensive experience in both freelance consulting and as a team member proves ability to work well in either situation.

## Experience

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<http://behindinfinity.com>

### **Design Assistant, Kelly Sweet Photography, Grand Rapids, MI ~ 2005 to Present**

Design custom flush-mount wedding photo albums using Adobe Photoshop

Provide support for computers and office equipment

Assist with a variety of office tasks

Provide assistance during photo shoots

### **Private Violin & Viola Teacher, Grand Rapids Metro Area, MI ~ 2002 to Present**

Teach weekly private lessons to a studio of 17 students ages 6-36

Develop and maintain weekly lesson plans individualized to meet students' goals

Organize field trips, outings, and yearly studio recital

### **Student Website Designer, Institutional Marketing, Grand Valley State University, Allendale, MI ~ 2004 to 2007**

Develop websites for departments, programs, and faculty

Program web forms and applications in ColdFusion

Design interface for library catalog

Assist with maintenance of Content Management System

Train and assist faculty in use of Content Management System

### **Freelance Website & Graphic Design, Grand Rapids, MI ~ 2001 to present**

Develop identities and design standards for small businesses;

Implement content management systems for showcase & e-commerce websites;

Create layouts for brochures, CD jackets, and photo montages

Manage account records and billing

### **Webmaster & Official Photographer, West Michigan Christian Athletic Association, Byron Center, MI ~ 2001 to 2003**

Design themed templates for sports-related activities

Use Adobe Photoshop to create original customized graphics for website

Shoot and catalog photos at over 30 sporting events

Maintain and update calendars, events listing, and team webpages

Submit bimonthly reports to Board of Directors

## **Other Experience**

**Latin & Writing Teacher, TC Educational Co-Op ~ 2007 to Present**  
**Daycare Provider, Private Home, Grand Rapids, MI ~ 2000 to 2004**

## **Education**

**Bachelor of Arts in Classics - Classical Languages Emphasis, Grand Valley State University Honors College, Allendale, MI**

Awards and recognition:

- Named to Dean's list, 8 consecutive semesters 2004-2008
- Sophia Prize for Distinction in Classical Languages, 2006
- "I Am Grand Valley" Student Leadership Award, 2007
- Minerva Prize for Excellence in Arts, 2007
- Nominated for Honors Senior Project Distinction, 2008
- Prokope Award, 2008

## **References**

### **Diane Rayor**

Professor of Classics, Grand Valley State University  
LHH 260  
1 Campus Drive  
Allendale, MI 49423  
Tel. 331-3284  
rayord@gvsu.edu

### **Ben Rapin**

Web Project Coordinator, Grand Valley State University  
55 Campau Suite 500  
Grand Rapids, MI 49503  
Tel. 331-8014  
rapinbe@gvsu.edu

## **Computer Expertise**

Windows & Macintosh operating systems  
Network administration  
Adobe Creative Suite  
Microsoft Office  
Programming in ColdFusion, PHP, CSS, HTML/XHTML  
Experience in MYSQL and Oracle databases