

FELICHA GROVE

Graphics Designer

ABOUT ME

I am a hardworking and creative planner. My passion is to create and design since I was a little girl. From designing web sites, running social media pages to creating new logos or designing PowerPoint training material.

I am a fast learner and I like to learn new things. I always seek for more opportunities and doing more. I like to grow my experience and to get out of my comfort zone.

I have a driver's license, my own transport and can work remotely or in an office environment.

CONTACT

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HOBBIES

Playing Sports – Softball, Netball, Volleyball
Attend in church activities.
Reading
Traveling
Photography

EDUCATION

Curro independence high school - South Africa

2013 - 2018

Tarrant County College, Northeast campus - Texas

2019 – 2020

- Introduction to Computer Programming
- C++
- Web development

2020 - Present

- I am in the process of getting my Graphics communication degree.

WORK EXPERIENCE – 5+ YEARS (GRAPHIC DESIGN)

Associate Creative Director – Gateway Church | Southlake, TX

February 2024 – December 2024

- Led the creative direction for the Women's Ministry, overseeing social media strategy, content creation, and visual branding.
- Directed and produced engaging multimedia content, including filming, editing, and graphic design, to promote events and initiatives within the ministry.
- Managed the design and execution of visual assets for large-scale Women's Conferences, including stage graphics, photo booths, signage, floor clings, merchandise, and social media materials.
- Collaborated with cross-functional teams to ensure a cohesive brand experience across all conference touchpoints, from event visuals to promotional content.

Social Media Manager – BRV Media | DFW metroplex

October 2023 – January 2024

- I did contract work for BRV Media as a social media manager.
- Creating and scheduling posts for a Luxury Automotive Dealership.
- Coming up with social media strategies to grow their presence online and bring in business for their company.

Social Media Manager/ Graphic Designer – Tights Up Belts | Keller, TX

July 2023 – October 2023

- I worked as a social media manager for a retail industry that sell innovative solutions for clothing accessories.
- Created graphics for posting.
- Redesigned packaging, website and other work platforms that was used, like Esty.
- Handled shipping of products.

Social Media Manager & Young Adults Leader - Gateway Church | Southlake, TX

January 2022 – January 2023

- I was the Social Media manager for my church's Young Adults group. I created content, videos, and marketing of any events we had for our young adults' meetings.
- I Co-lead a small group of young adults. And did outreach events once a month.

Personal Assistant/ Graphic Designer – Spa By Divine | Colleyville, TX

February 2022 – July 2023

- I worked as a Personal Assistant at a Medical Spa in Colleyville, TX
- I handled booking of clients, phone calls and social media marketing for an esthetician at Spa By Divine.

Junior Web Designer - ACPAS | South Africa

January 2019 – October 2021

- I was the entry level web designer working remotely for this company. Designing the front-end of the websites, using a template and CSS-language.
- I created and designed PowerPoint training material for this company as well.
- Reason for leaving is I got my approval to work in the United States.

SKILLS

- 5+ years experience of Adobe Illustrator, Photoshop, InDesign, Adobe XD.
 - 5+ years of Office 360. Word, Excel, PowerPoint, Microsoft Teams and Zoom.
 - 2+ years experience of CSS and C++ language
 - 2+ years Experience with Administrative work
 - 5+ years of Typing
 - 4+ year's experience of designing and creating
 - 2+ years of Photography
 - 1 year of Adobe Premier/ video editing
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