**Marla A. Singleton**

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**EDUCATION**

**Bachelor of Fine Arts**

University of Houston Clear Lake (C/O 2023)

                   **AA Multi-disciplinary Studies** January 2018-December 2022  
Houston Community College **Digital Communication Certification** – Web PublishingAugust 11, 2019

Houston Community College   
   
UI/UX Certification                                                                 July 21, 2021

**Anthony Conboy School/Udemy**

**EXPERIENCE  
Calvary Houston Chapel Friendwood TX**

Graphic Designer and Social Media Team Member (Volunteer**)** March 21, 2019-Present

* Replicate distributed graphic design content for portfolio
* Create graphics and distribute 2-3 times weekly for Calvary main services as well as 95.3 ReviveFM Radio and content for special occasion by using adobe photoshop, illustrator and Canva
* Social Media Content Moderator for CCH Facebook and customized CCH chat moderation.
* Monitor visitor rate by using YouTube analytic data
* Implemented Social Media calendar by using Trello into the Graphic Design department.

**Labs 196 Sugarland TX** September 13, 2021-Present

UIUX Intern

* Project Manager: US Dao oversaw Design Team Group
* Tech 196 Graphic Designer
* Marketing and Data Researcher
* Graphic Design Content Creator
* UIUX Brand Project for Yoganations

**Associate Representative Ops Support**CenterPoint Energy Houston, TXSeptember 16, 2014-March 1, 2021

* Used Adobe Illustrator to create retirement banner
* Used Adobe Photoshop to create graphic for national Saltwater Fishing Tournament
* Used SAP software to generate reports for Corrosion, Leak Survey, Odorization, System Operations and Measurement
* Used GIS with Leak Survey and Corrosion Department to aid in 20,000 volumes of equipment
* Used Ticket Service System to eliminate issue with Mobile Data project affecting over 300 Work Orders
* Bob J Delta Project resulting in over 5,000 volumes of data
* Mobile Data Clean Up Project processing over 2000 volumes of data

**SKILLS:**

**Computer:** Web Page Design, Integrated Software Applications, File Transfer Protocol, Komodo Editor, CSS, HTML, HTML5, Microsoft Visual Studio: Visual Basic, Programming Logic and Design, Excel, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe XD, DreamWeaver, WordPress, NASBA SEO Certified