

Sophia Petrotte

Digital Designer & Advertising

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sophiapetrotte.com/design/

WORK EXPERIENCE

Total Quality Logistics (April 2026 - Present)

Customer Service Coordinator, Cincinnati, OH

- Coordinated daily communication with carriers via email to ensure timely load updates, issue resolution, and on-time delivery performance.
 - Maintained and organized Proof of Delivery (POD) documentation, tracked load statuses and delivery times, and submitted completed loads to accounting for accurate invoicing and payment processing.
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Freelance Web Designer (Aug 2025 - April 2026)

Self-Employed, Remote

- Update and redesign small business websites using Squarespace to improve layout, accessibility, and mobile responsiveness.
 - Collaborate with business owners to translate their goals into clean, functional digital experiences.
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Centso Investing (May 2025 - September 2025)

Multimedia Designer, Remote

- Designed and collaborated with a computer developer to update the company website and investment trade page using Figma and Canva.
 - Managed client communication and digital project deliverables with strong attention to detail and quick turnaround times.
 - Worked closely with internal teams to ensure visual consistency and alignment with company goals.
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Stevens & Tate Marketing (June 2024 - August 2024)

Digital Designer, UI/UX, Remote

- Updated the company website using WordPress, designed digital marketing assets and layouts according to brand standards, and created case study mockups based on client specifications.
 - Used Microsoft Office, Adobe Creative Suite, and CRM tools to manage design requests and revisions.
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EDUCATIONAL HISTORY

Bowling Green State University (2021 - 2025)

Bachelors of Fine Arts in Digital Arts
Minor in Advertising
GPA: 3.7, Dean's List
Cum Laude

SKILLS

- Adobe Creative Suite
(Illustrator, Photoshop, InDesign)
 - UI/UX Design • HTML & CSS
 - Squarespace Web Design
 - Microsoft Office/Google Suite
 - Time Management
 - Communication
 - Branding • Typography
 - Layout Design
 - Team Collaboration
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AWARDS

01 BFA Senior Showcase
1st Place Alumni Award

02 BGSU Art Talent Award
1st Place Portfolio

03 Film Festival
Lift-Off Filmmaker
Sessions Vol.8

04 Film Festival
First-Time Filmmaker
Sessions Vol.10