

## **Leslie Bragg**

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### **Education**

2016 MA Media Studies West Virginia State University  
Institute, West Virginia 2511

2012BA Art West Virginia State University  
Institute, West Virginia 25112

### **Work Experience**

#### **Benefit Coordinator**

**\$42,000 Annually**

**Pierpont Community and Technical College - Fairmont, WV**

**August 2020 to October 2020**

**HR and Customer service in person and online. • Managing benefits for policy holders. Supervision of several employees. Technical assistance to policy holders and staff.**

- **Payroll designation and completion.**
- **Health department liaison.**
- **Communication with faculty and staff.**
- **Supervision of up to 6 office staff.**
- **Tax auditing**
  - **Budget Consolidation**
  - **Grant referral and writing**

#### **Document Specialist**

**\$27,100 Annually**

**PEIA - Charleston, WV**

**October 2018 to August 2020**

**Evaluating documentation and approving benefits for over 24,000 policyholders.**

- **Practicing correct policy implementation for healthcare and life insurance policies.**
- **Policyholder privacy training.**
- **Supervising up to three staff.**
- **Data entry.**
- **Communication digital, telephone, and face-to-face.**

**Student Liasan  
West Virginia State University  
August 2012 to August 2018**

**Event Planning.**

- **Public relations and marketing.**
- **Social media planning.**
- **Communication in French and Spanish.**
- **Data entry**
- **Benefit assistance**
- **Digital Media**

**Skills**

**Customer service**

- **marketing**
- **administration**
- **data entry**
- **documentation**
- **tax auditing**
- **payroll**
- **HR**
- **event planning**
- **leadership**
- **teamwork**
- **health care coding**
- **insurance quoting**
- **communication**
- **graphic design**
- **digital media**
- **film making**
- **editing**
- **budgeting**
- **scheduling.**
- **Adobe Creative Suite**
- **Adobe Photoshop**
- **Branding**
- **Digital Marketing**
- **French**
- **Media Planning**
- **Public Relations**
- **Social Media Management • Adobe InDesign**
- **Proofreading**
- **Adobe Illustrator**
- **Blogging**
- **Photography**

## **Digital Publications and Productions**

2018 Veterans Tribute

500k+ views and featured on Good Morning America and ABC Nightly News.

2018 Charleston Walk M.S.

Organized largest walk team and donation 16k views  
WalkMS.org

2017 VMS (Vehicle Maintenance Services) Website creation, social media presence and current media management.

2017 Giovanni's Pizza

All digital content for giovannispizza.com Website including original photography.

2016-2018 All Digital marketing for Tri State Anytime Fitness including original digital advertisements, short films, PSA, animations, social media presence and management.

2017 Saint Albans Historical Society

Social media and website images

2017 Nitro Historical Society

Social media and website images

2010-2016 West Virginia State University PRSSA, NBS, AERO, and International Student social media website, photography, and promotional videos.

## **Film and Art Exhibition Record**

2018 "River of Hope" (trailer)

8k Grant Approved from WVSU  
Capitol Theatre  
Charleston, West Virginia

2015 "Bad Romance"

The Tower Awards  
Davis Fine Arts Theatre  
Institute, West Virginia

2015 "Hunger in America"

Best Original Documentary  
Emmy Awards  
Los Angeles, California

2015 "Seasons of War"  
37 Fallen Opening  
Davis Fine Arts Theatre  
Institute, West Virginia

2014 "Seasons of War"  
37 Fallen Opening  
Capitol Theatre  
Charleston, West Virginia

2014 "The Duel"  
West Virginia University 2<sup>nd</sup> Annual Film Festival  
Best Abstract Film  
Sutton, West Virginia

2013 "Chillers"  
Art Walk September 2013  
Taylor Books  
Charleston, West Virginia

2013 "The Duel"  
West Virginia Filmmakers Film Festival  
The Elk Theater  
Sutton, West Virginia

2013 "Vandallia Women"  
West Virginia Filmmakers Film Festival  
The Elk Theater  
Sutton, West Virginia

2013 "SculpTour"  
Charleston Artists Association  
July 2013 Art Walk  
Studio 51  
Charleston, West Virginia

2012 "Vandalia Women Series"  
Senior Exhibition  
West Virginia State University  
Institute, West Virginia

2011 "Emptiness"

Shontcy's First Art Show

People's Choice  
Shontcy's  
Charleston, West Virginia

2010 "Art Institute @ Institute" Juried Student Exhibition of FestivALL  
The Art Store  
Charleston, West Virginia

2009 "Bloody Popcorn"  
West Virginia Filmmakers Film Festival  
The Elk Theater  
Sutton, West Virginia

**Publication**

2013 "Waiting for the Bus"  
Chillers II  
Graphic Novel Photographs  
Daniel Boyd

2012 "Grandpa's Train"  
*Kanawha Review*  
Cover Photograph  
Spring 2012

2012 "Untitled"  
*The Silent Poet*  
Norman Jordan

2012 "The Original, Original"  
*The Best of College and High School Photography 2012*  
Photography Contest  
Photography Forum Magazine

2012 "Egg, Sausage, and Hurricane"  
*The Best of College and High School Photography 2012*  
Photography Contest  
Photography Forum Magazine

2011 "The Old Barn"  
*Kanawha Review*  
Cover Photograph  
Fall 2011

## **Professional Experience**

2018- Current Insurance Advisor  
PEIA  
Department of Administrations  
State Of West Virginia  
Charleston, WV

2016- 2018H2i Media Marketing Specialist  
Anytime Fitness  
Elkview, WV

2014-2016International Student Services  
Appalachian Student Liaison  
West Virginia State University  
Institute, West Virginia

2010-2016 PRSSA (Public Relations Society of America)  
Chief Photographer  
West Virginia State University  
Institute, West Virginia

2010-2016NBS (National Broadcasting Society)  
Secretary  
West Virginia State University  
Institute, West Virginia

2013 International Students Association  
Vice President  
West Virginia State University  
Institute, West Virginia

2013 Women of Communications  
Secretary  
West Virginia State University  
Institute, West Virginia

2012 "Safe Driving Tips for Teens"  
Assistant Director  
Instructional Short Film

Motion Masters  
Charleston, West Virginia

2012 "Party at the Finish Line"  
Assistant Director  
Commercial  
Mardi Gras Casino and Resort  
Nitro, West Virginia

2012 "Layla"  
Production Stills  
Thesis Film  
West Virginia State University  
Institute, West Virginia

2012 "Chillers Theme"  
Production Stills  
Music Video  
Paradise Film Institute  
Institute, West Virginia

2012 "Xipe"  
Production Stills  
Music Video  
Paradise Film Institute  
Institute, West Virginia

2012 M.O.N.A.  
President  
Art Club  
West Virginia State University  
Institute, West Virginia

2011 M.O.N.A.  
Vice President  
Art Club  
West Virginia State University  
Institute, West Virginia

2011 "West Virginia State University Mural"  
Kroger  
Dunbar, West Virginia

2011 "Shontcy's Mural"  
Shontcy's  
Charleston, West Virginia

2006“Monotype The Painterly Print”  
Walter Gropius Workshop Scholarship  
Nannette Carter  
Huntington Museum of Art  
Huntington, West Virginia

## References

Dr. T Ford Ahmed  
Public Relations Advisor and PRSSA Director  
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