

EDUCATION

CSU East Bay, Arts B.A. Graphic Design Option (2011 - 2014)

EXPERIENCE

//Cablecom LLC, Santa Clara — Admin Assistant (2016 - present)

Organized high volume of documentations starting from walkout, design, permitting, to funding stages

Designed a system to help managed fundings and budgeting for all of Cablecom South Bay commercial jobs

Collaborated with supervisors and project coordinators to process information within specific timeframes in order to maintain efficiency and timeliness of documentation submissions, communications and reporting

Prepared routine correspondence and reviews for outgoing materials for weekly conference call

Provided timely and effective communication via e-mail

Managed information on the network drive and electronically processed various documents on Comcast Job-Tracking & Job-Docs

Assisted in the preparation of construction blue-print designs and city permits

Developed a new task management system that helped increased productivity and provided ease of access

Redesigned forms and stationery

//The UPS Store, San Jose — Graphic Designer (2011 - 2013)

Designed business cards, brochures, pamphlets, and posters

Conceptualize and design custom graphic designs for customers on-site

Assisted customers with all printing needs and perform follow ups with customers via various communication methods

Prioritizes and standardize the work load

Frequently multi-tasks while still maintaining attention to detail

//Freelance Graphic Designer (2005 - PRESENT)

Created custom web and graphic designs for clients

Developed static HTML websites, dynamic PHP/MySQL database websites with backend CMS

Built website from scratch for clients

Installed WordPress and various scripts

Designed web bulletin board template for phpBB, Invision Boards

Designed print materials including posters, cd covers, stationery, wedding invitations

QUALIFICATIONS

- ▶ 10+ years of graphic design and web development experience
- ▶ Knowledge and passion for all types of design media and publication
- ▶ Proficient with digital photography and post-processing using Lightroom and Photoshop
- ▶ Keen eyes for typography
- ▶ Effective verbal and written communication skills
- ▶ Tech-savvy and analytical with an aptitude for software
- ▶ Self-starter with ability to multi-task in a fast-paced environment
- ▶ Detail-oriented and organized problem solver
- ▶ Prioritized and coordinated tasks to meet deadlines

SKILLS

- ▶ MS Word, Excel, PowerPoint, Google Apps
- ▶ Adobe CS Photoshop, InDesign, Illustrator, Lightroom
- ▶ Adobe Acrobat PRO, Dreamweaver
- ▶ HTML 5, CSS, PHP, MySQL
- ▶ Web admin, domain registration, website hosting, WordPress