

GRAPHIC DESIGNER

Summary

Versatile professional and hands-on leader who motivates, trains and coaches employees to drive progress toward project and company milestones.

Highlights

- Customer-oriented
- Employee training and development
- Client and vendor relations
- Invoicing and purchase orders
- MS Office
- Advanced problem solving skills
- Driven
- Strategic thinker
- Superb communication skills
- Detail oriented
- Microsoft Word, Excel, PowerPoint
- Proficiency in web designing
- Professional demeanor
- bilingual

Experience

05/2014 to 01/2016

Graphic Designer Company Name - City , State

- Tracked and evaluated staff performance, and handled all promotions and terminations.
- Completed purchase orders and customer invoices.
- Prepared layouts and drawings in compliance with established templates and design standards.
- Adhered to all corporate brand guidelines when preparing graphic materials.
- Recommended techniques, methods and media best suited to produce desired visual effects.

08/2012 to 01/2016

Graphic Designer Company Name - City , State

- Created visuals that appeal to leaders in the big data and high-tech world.
- Surpassed revenue goals in four consecutive quarters.
- Designed unique print materials, including advertisements, brochures and logo designs.
- Prioritized graphic workload and effectively coordinated multiple projects.
- Responsible for implementing all business-building and relationship-building expectations with uniquely assigned accounts and customers.

03/2013 to 05/2014

clerk Company Name - City , State

- Assessed customer needs and responded to questions.
- Cleaned and straightened work area.
- Issued receipts for purchases and gifts.
- Bagged merchandise by following standard procedures.
- Organized register supplies.
- Unboxed new merchandise.
- Updated register logs.
- Provided professional and courteous service at all times.
- Worked overtime shifts during busy periods.

Education

certificate : Computer Technician Network Specialist Fresno City College - City , State , United States

Skills

Data Entry, Customer Service, Human Resources Leadership, Interpersonal Skills, Inventory control , Marketing, Problem Resolution

Project management, Staff Training, Staffing, administrative

Bilingual; English and Spanish