

Education

Bachelor of Arts

Graphic Design

California State University, Northridge

Skills

Adobe InDesign Adobe Acrobat Oxygen XML Editor MS Office Suite

Adobe Photoshop Acrobat Distiller Sketch CSS

Adobe Illustrator Quark XPress Adobe XD A/V Editing

Experience

SRF Publications

Graphic Designer/ Pre-Press Manager

Books

Media packaging

Marketing collateral

eBooks

Web assets

Hardware Maintenance

Software Maintenance

Supplies

Universal Music Group

Travel Payment Coordinator

Coding invoices to g/l accounts

Processing invoices for payment

Liasing with vendors and labels

Troubleshooting accounts

Month end reconciliations

City of Hope

Graphic Designer (temporary)

Catalogs, brochures, booklets

Postcards, advertisements, flyers

Posters, t-shirts, forms

Supplemental advertisements

Environmental advertising

Sun Community Newspapers

Art Director

Newspaper layout

Photo retouch & color balance

Flight check and prep for press

CMS web updates

Archiving

Hardware Maintenance

Software Maintenance

