



To whom it may concern,

I am submitting my resume to you in response to your posting for a Web/Graphic Designer. I believe I have the skills which you are seeking and would like to be considered for this position.

I understand the importance of effectively communicating an idea and image while keeping things fresh and exciting. My positive attitude, leadership, professionalism and fun personality makes me extremely easy to work with. Furthermore, my time management skills and attention to detail have allowed me to maintain an excellent level of organization. All of which have taught me to prioritize tasks efficiently when multitasking and leading a group or project.

I can offer you my strong analytical and communication skills, along with my team player mentality. As a designer interested in expanding my web and graphic design capabilities and relocating to Las Vegas, I would greatly appreciate an opportunity from you. If you or your colleagues have any questions regarding my work history or are in need of references, please contact me directly through e-mail or by telephone. Thank you for your time and for your consideration.

Kind regards,



GRAPHIC DESIGN EXPERIENCE

Graphic Intrigue Design Studio | Lead Designer | Las Vegas, NV | June 2008 - Present

- Utilize client creative briefs to design and develop project
- Kept accurate time sheets of work and jobs produced
- Worked and communicated with designers, creative directors, copywriters to create and produce clear, concise and effective materials and websites
- Worked within time constraints, budgets to produce effective and quality work
- Trained and supervised other designers and artists to ensure the aforementioned
- Critique and correct work from other designers before materials are sent to print, or published.
- Set up hosting, e-mail, accounts, transfer files and direct urls for paying customers to the company server.

Family Health Centers of San Diego | Design Coordinator | San Diego, CA | 2005 -2008

- Work with site directors and program coordinators to create social marketing materials and websites to ensure a consistent, unified and accurate message from the department and agency.
- Collaborate with other community organizations, programs and internal staff in the planning, development, implementation, and evaluation of all marketing materials, advertisements and websites.
- Other duties included facilitating focus groups and gathering information for multiple social marketing campaigns and developing them from concept to print. These campaigns are/were displayed throughout the County of San Diego.
- Responsible for the creation, maintaining and updating of several websites related campaigns, and ensured up to date information is posted.
- Oversee and approve all design work from staff, freelance designers and interns, as well as ensuring that all deadlines are being met, budgets are maintained and productivity is ongoing

Soap Divine | Graphic Designer | San Diego, CA | 2000 - 2005

- Designing company brand identity, develop company website and product packaging.
- Worked within budget limitations, quick deadlines, and preparation of all files sent to vendors for print.
- Responsible for updating and maintaining website.

EDUCATION

San Diego State University
- Bachelor of Arts, Graphic Design
Certificate of Competency - Screen Printing

ABILITIES

Proficient in: MAC and PC
Bilingual: English and Spanish
Strong knowledge of:
Web Development, Pre-press and
Production,
Screen printing, Illustration and Digital
Photography.
7 Yrs. Public Speaking Experience

SOFTWARE

Microsoft Office
Adobe Creative Suite
Quark Xpress
Corel Painter
Windows and Mac OS

WEB

Dreamweaver and Flash
Advanced knowledge in XHTML
Advanced knowledge in (CSS)
Search Engine Optimization
Image Optimization
Basic knowledge in JavaScript, PHP
and MYSQL
Experienced with Content Management
Systems
Parallels Plesk - Hosting Auto CP



OTHER EMPLOYMENT EXPERIENCE

Health Educator | Family Health Centers of San Diego | San Diego, CA | 2000 – 2004

- In conjunction with the Program Manager, schedule health education presentations and maintain collaborative relationships with school and agency representatives.
- Provide individual reproductive health counseling services to youth participants as appropriate.
- Facilitate Reproductive health related presentations to adolescents ages 12-18 at Schools throughout the city and county of San Diego, California.

Program Coordinator | Family Health Centers of San Diego | San Diego, CA | 2004 – 2005

- Supervise all Health Educators, Peer Educators and Outreach workers along with ensuring that all are meeting program objectives.
- Obtaining new locations for our health educators and myself to conduct health workshops.
- Assist in the support of program activities to ensure completion of all required activities of multiple grant-funded programs and to ensure compliance with all contractual requirements.
- Develop advertisements, T-shirts, flyers, logos and other marketing materials to attract youth to our programs and services.
- Managed program budgets and approved purchases.



SALARY HISTORY

Family Health Centers of San Diego (2000 - 2005)

Teen Health Center

1643 Logan Ave.

San Diego, CA 92113

Program Coordinator

Salary: \$35,000 with full benefits

Family Health Centers of San Diego (2005 - 2008)

Marketing Services

2828 University Ave. San Diego, CA 92104

Design Coordinator

Salary: \$39,000 with full benefits

Graphic Intrigue Design Studio (2008 - Present)

340 E. Warm Springs Rd. # 1A, Las Vegas, NV 89119

Graphic / Web Designer

Salary: \$46,000 with full benefits

SALARY REQUIREMENTS

Based on my experience as a graphic and web designer my salary requirement is in the \$45,000 - \$50,000 range. This range is also consistent with the national salary average for a person of my caliber.