



CONTACT

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(203) 974-3768

Connecticut

LANGUAGE

Spanish | English

SKILLS

Graphic Design and Data Visualization

Prototyping, Branding Design, Creative Direction, Conceptual Thinking, Teamwork, Communication, Leadership, Poster design, Print design, Time Management, Typography

SOFTWARE

ADOBE SUITE

After Effects, Illustrator, InDesign, Photoshop, XD

PROGRAMMING

Understanding of HTML, CSS, JavaScript, Bootstrap

CMS PLATFORMS

WIX, Standard and Custom WordPress

3D

Blender

Other

Canva

EXPERIENCE

OFFICE MANAGER

Farnam Neighborhood House, Program of Clifford Beers Guidance Clinic, New Haven, CT | July 2020 - Current

- Manage graphic design responsibilities for the nursery school and community programs
- Design monthly newsletter and concepts for promotional items
- Support school enrollment and community outreach initiatives

ADMINISTRATIVE ASSISTANT

Down Syndrome Association of CT, Remote | June 2019 - Current

- Manage the Literacy Education Center's invoicing
- Manage tutor and student scheduling via Time Tap
- Bilingual support for parent outreach

PARTICIPANT OUTREACH & MARKETING COORDINATOR

Concepts for Adaptive Learning, New Haven CT | June 2019 - September 2021

- Social media content designer
- Design marketing materials and presentations
- Manage Wix website

ART DIRECTOR AND PROJECT MANAGER

SASD Design Service, Bridgeport CT | January 2020 - December 2020

- Led team members, communicated with clients, and developed and executed presentations
- Created invitations, logos, website banners, and annual reports

SALES ASSOCIATE

Banana Republic, Milford CT | October 2017 - January 2021

- Engaging and connecting with customers by providing excellent customer service
- Support sales floor, fitting room, cash wrap, and back of house
- Solving customer styling needs

SENIOR ADMINISTRATIVE ASSISTANT

Schick Manufacturing, Division of Edgewell Personal Care, Milford CT | December 2009 - February 2019

- Manage company newsletter and communication strategy for inter-company events
- Manage department SharePoint sites
- Design departmental PowerPoint presentations

EDUCATION

BACHELOR OF FINE ARTS IN GRAPHIC DESIGN

Shintaro Akatsu School of Design, University of Bridgeport | 2021

CERTIFICATE, HEALTH CLAIMS SPECIALIST

Branford Hall Career Institute | 2006

ASSOCIATES IN SCIENCE

Gateway Community College | 2005