

## Employment

*January 2001–Present*

### **Senior Graphic Designer/Customer Service & IT Manager • “I Care” Products & Services**

Numerous responsibilities include:

- Designing all marketing and in-house products (including self-published books)
- Designing & maintaining corporate websites
- Designing & maintaining online services for schools around the world
- Creating email marketing
- Purchasing equipment (including computers and networking)
- Planning & organizing national education conferences
- Researching & booking travel for employees and facilitators
- Coordinating national education conferences
- Leading team of top educators from around the world at national education conferences
- Facilitating workshops at national education conferences (in English & Spanish)
- Serving as emcee for conferences
- Training school personnel for online services (in English & Spanish)
- Designing & manufacturing in-house products (including books, banners, brochures, posters, fliers, curricula, etc.)
- Serving as IT support for office & conference

*June 2000–December 2000*

### **Support Technician • ThermaCare Module, Procter & Gamble**

Responsibilities included:

- Providing IT support for entire module (over 125 employees)
- Ordering supplies for entire module
- Calculating all employees' time for payroll
- Retrieving and delivering all employee checks
- Assisting all managers with projects
- Establishing new organizing protocols
- Designing new methods for categorizing and labeling experiments
- Designing new forms for departments

*March 1997–May 2000*

### **Office Assistant • Machine Diagnostics Incorporated**

Responsibilities included:

- Designing marketing material (including brochures and fliers)
- Collating, printing, and binding reports for clients
- Assisting Office Manager with projects
- Creating materials for employees and clients (including name badges and machine tags)

## Technical Skills

- Type 104 words per minute
- Bilingual (English & Spanish)
- Expert user of Adobe Design Programs (Photoshop, InDesign, Dreamweaver, Illustrator)
- Expert Microsoft Office user
- Print Designer
- Web designer
- Copy Editor
- Expert web programmer (HTML & CSS)
- Experience using accounting software (QuickBooks)