



EDUCATION

San Antonio College 2012
Associate of Applied Science - Graphic Design

SKILLS

- **Adobe CC**
- **WordPress**
- **Elementor/WP Bakery**
- **HTML/CSS**
- **Domains/DNS**
- **Hosting/WHM/cPanel**
- **SEO**
- **Social Media**
- **Microsoft Office/Google Workspace**
- **Windows/Mac OS**
- **Photography**
- **Video Shooting/Editing**
- **Vendor Coordination**
- **Print Job Setup/Ordering**
- **Copywriting/Editing**
- **Client Relations**
- **Project Management**
- **Office Management**
- **Employee Management**
- **Multitasking**
- **Public Speaking**
- **Teaching/Training**
- **Sales**
- **Customer Service**
- **PC Building/Hardware Knowledge**

WORK EXPERIENCE

Sharkmatic Advertising 5/2015 - Present

Marketing Manager

- Creation of mobile responsive websites
- Creation of printed and electronic advertising/marketing collateral
- Client relations/meetings and account service/management
- Planning and writing of proposals for new business for both existing and new clients
- Coordination with vendors and ordering/management of all print collateral
- Art direction and project management
- Supervision, management, and training of employees
- Interviewing, hiring, supervision, management, and training of interns
- Coordination with and management of freelancers

ASENZ Marketing 5/2012 - 5/2015

Production Specialist - Design

- Creation and updating of client websites
- Creation of branding and marketing collateral
- eCommerce design and integration
- Mobile site creation
- Design consulting with clients

Sharkmatic Advertising 5/2011 - 5/2012

Graphic/Web Designer

- Creation and updating of printed advertising/marketing collateral
- Creation and updating of electronic advertising/marketing collateral
- Creation and updating of websites and electronic media
- Client relations/meetings

San Antonio College 5/2011 - 8/2011

Computer Lab Assistant, Junior Designer, Software Instructor

- Monitored and assisted college students in computer lab
- Designed digital signage for school related activities, events, and promotions
- Creation of electronic presentation honoring all faculty and staff in the ACCD district
- Taught short, introductory courses to faculty and students on using Adobe Photoshop and Blackboard Vista