



*I will like to be considered for Graphic Designer full time position. My studies and past work experience will help me to perform my best and my determination will succeed your expectations.*

- The University of Houston, TX - B. S., Digital Media/emphasis in e-commerce *May 2015*
- The University of Texas at San Antonio *Dec 2012*  
MKT 3013 Principles of Marketing, COMM 1307 Mass Communication, COM 2113 Public Speaking
- Houston Community College, Visual Merchandising/Image Consultant Cert. *May 2011*

### Work Experience

**The University of Houston Graduate School-** Student Assistant *09/2013-Present*  
 Coordinate the department’s digital signage, handle daily mail, assist with the coordination and planning of programs and events, volunteer and participate in events, create marketing and advertising digital graphics, handle events’ RSV list, served as photographer during events, create digital signage content, front desk receptionist, manage the online Graduate School Help Desk, review College Net student records, maintain student confidentiality, manage People-Soft campus solution check-in, monitor IRIS for new and existing student petitions, enter student petitions to main database, order office supplies, travel arrangements, assist and direct current and prospective students, coordinate work study scheduling, generate meeting materials such as agendas, power point, graphs, spreadsheets

**Fred Loya Insurance-** CSR/Sales Agent *06/2012-12/2012*  
 Give out auto and home insurance quotes on a daily basis, make morning calls to current/future customers, schedule sales meetings, database entry, monitor customer’s policies, sell auto and home policies over the phone, explain paperwork to clients, work on a fast pace environment, make daily bank deposits, meet monthly sale goals, provide great customer service, learn company’s detailed database, follow company’s sales procedures and guidelines

### Retail Experience

**Zara** (Sales Associate) *05/2013-06/2015*  
**Victoria’s Secret** (Sales Support) *07/2010-07/2011*  
 Outstanding customer service, product knowledge, meet daily sales goals, advertise store’s credit card, visual merchandising, keep clientele, cashier, replenish, stock checks, cash handling, train new sales associates, inventory, networking, closing procedures, keep up with fashion trends

### Special Skills

<b>(BEGINNER)</b>	<b>(INTERMEDIATE LEVEL)</b>	<b>(PROFICIENT)</b>	<b>(ADVANCED)</b>
HTML & CSSS	Branding	Image Manipulation	UH Graphic Standards
E-Commerce	RGB MCKYK Color Printing	Photography	Layout Design
Edge Animate	Four Winds Interactive	Logo Design	Adobe Muse
Premiere Pro	Final Cut Pro	Adobe Photoshop	InDesign (+ Aquafadas)
Marketing Strategy	Social Media	Adobe Illustrator	Customer Service

People Soft, College Net, Mac OS, Windows XP, proficient in Microsoft Office, Bilingual (English/Spanish), Limited Lines Agent, detailed-orientated, event-planner, organized, networking, project management, work under pressure, time management, team player, good communication skills, researcher, multitask, reliable, fast-learner, sales orientated, trustworthy.

### Honors and Activities

*(Leslie Rivas) Simon Fashion Show Volunteer – Year Around  
 Nominee for student employee of the year 2015, The University of Houston dean list 2011- 2015, American Society for Quality-  
 Houston Member, National Society of Leadership and Success member*

**References upon Request...**