

Jessica Claire

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SUMMARY

Goal-driven Graphic Artist successful at applying technical skills to create art that informs and engages customers. Clear communicator and collaborative team player with an eye for detail and skill in customer relations.

Versatile Graphic Artist and Designer with talent for developing unique custom artwork. Adept at generating innovative ideas and concepts. Experienced in overseeing individual projects and commercial projects.

Knowledgeable Graphic Designer proficient in logos, marketing materials and website design. Focused on providing complete business services to corporate clients.

Enthusiastic Graphic Artist skilled at creating letterheads, signage and other business-specific materials.

Talent for translating company vision into suite of useful graphics and related designs, using Illustration and Graphic Design programs, 3D, such as Corel Draw, Illustrator and Autocad.

Fluent in spanish Language (Native Language)

SKILLS

- Logo creation
- Digital graphics
- Advertising familiarity
- Brand development
- Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver),
- Autocad
- Graphic and Media Design
- Corel Draw expertise
- Developing slide presentations

EXPERIENCE

GRAPHIC DESIGNER 02/2007 to 12/2017

Harpercollins Publishers | Boston, MA

- Created corporate brands by designing cohesive looks between elements such as logos and letterheads.
- Formatted designs and media for print and web applications to deliver production ready graphics.
- Established organizational vision and developed strategies to achieve sales, profit and loss and customer service goals.
- Developed website layouts, templates and unique branded looks for 3000 projects.
- Designed new, on-brand visual elements focusing on concept and messaging.
- Created innovative design packages to elevate, differentiate and drive on-brand initiatives and increase sales by 100%.
- Determined marketing and design vision with clients for all types of graphic design projects.
- Used Corel Draw to create images and layouts.
- Generated digital image files for use in digital and traditional printing.
- Produced 1500 projects for advertising and informational purposes.
- Submitted design ideas to plan projects with customers and managers.
- Leveraged media and graphic design expertise to develop engaging marketing and promotional materials, including flyers and advertisements to generate new sales revenues and grow customer base.
- Designed print materials such as brochures, banners and signs.
- Created prototypes and mockups of products using Corel Draw.
- Directed advertisement, trade show banner and signage projects from conceptualization to final delivery.
- Leveraged graphic design expertise to produce email blasts, catalogs, posters and other promotional materials.
- Created digital logos and product designs for local businesses.

MAYOR ASSISTANT ADMINISTRATIVE 01/2009 to 12/2009

ALCALDIA MUNICIPAL RIOFRIO VALLE | City, STATE

- Cultivated and maintained positive working relationships with employees and freelance personnel.
- Implemented procedures to increase overall productivity.
- Created all reports on time and adhered to strict billing deadlines.
- Monitored employee adherence to occupational health and safety protocols.
- Worked closely and followed up with colleagues regarding documentation, operational issues and materials ordering
- Aided senior leadership during executive decision-making process by generating daily reports to provide data for consideration of corrective actions and improvements.
- Coached and guided Assistant Mayor on day-to-day operations and company processes.
- Handled incoming and outgoing correspondence, including mail, e-mail and faxes.
- Met all recordkeeping and reporting requirements.
- Created comprehensive progress reports on all programs to show progress.
- Directed teams of professionals in special projects and daily operations.
- Created and enforced more efficient processes and boosted productivity by 90%.
- Complied with precise schedules by completing accurate, on-time work.
- Implemented billing procedures, audited and reconciled accounts and recorded transactions into [Type] database.

ADMINISTRADORA 03/2003 to 07/2007

ESCUELA DE FUTBOL CARLOS SARMIENTO LORA | City, STATE

- Assisted with administrative tasks, including filing, answering phones
- Organized conference room space and materials for internal and customer meetings, took notes and distributed meeting minutes to support executive needs.
- Supported departmental operations, including filing, monthly report preparation and vendor requisitions.
- Wrote email messages, memos and business letters for management and proofread all documentation to provide error-free correspondence.
- Arranged domestic and international travel, hotel and transportation needs for staff.
- Contacted customers via phone and email to confirm deliveries and follow up with inquiries.
- Directed customer communication to appropriate department personnel, in addition to providing information to resolve inquiries and bolster customer satisfaction.
- Liaised between internal and external stakeholders, providing updated project status and performance reports.
- Scheduled and coordinated meetings and calendars of high-level decision-makers.
- Coordinated meetings with other department managers and served as main liaison between department heads and executives.
- Coordinated project materials, including managing physical and digital files, monitoring spreadsheets and updating reports.
- Facilitated troubleshooting, maintenance and updates for office systems.
- Collected, calculated and reported on expenditure and statistical data to inform senior management.
- Entered invoice data into company database and updated details, including customer contacts and delivery dates to keep information current.
- Created and maintained spreadsheets and developed administrative and logistical reports.
- Communicated with vendors to place and receive orders, request maintenance services and deliver instruction on behalf of office management.

EDUCATION AND TRAINING

Information Sitems And Graphic Design

CESDE, Medellin, Colombia

High School Diploma 08/1993

COLEGIO SAGRADO CORAZON DE JESUS, Tuluá, Valle Colombia