

MATEO RODRIGUEZ

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EDUCATION

Bachelors of Art Graphic Design
University of Northern Colorado

SKILLS

Attention to detail
Punctual
Good communication
Great customer service
Strong organization
Adobe Creative Suite
Ability to adapt

EXPERIENCE

GPS Night Operations Assistant Manager
April. 2021 - June 2023

Help pick up product, organize packages on shelves and provide assistance to Night Operations Manager. Oversee pickup of future deliveries and return them to warehouse. Quality Control check all paperwork to packages on pickup. Support internal and external customers. Help manage a small team to work quickly and efficiently.

D3 ARTS Youth Program Coordinator & Art Show Curator
Jan. 2021 - March 2022

Generated in-house videos. Hand painted murals in community. Set up & tear down art installations. Maintain and update website. Create content for social media pages. Work with at risk youth to teach different disciplines of art. Design merch for fundraising.

Freelance Graphic Designer
May 2015 - Current

Executed screen printed graphics for t-shirts. Flyer design for promotional music & art gigs. Designed & embroidered hats & t-shirts. Clothing product shots on model. Video work to promote clothing products. Meet consistent tight deadlines.

Fice Gallery Graphic Designer & Retail Sales
Jan. 2019 - Jan. 2020

Generated in-house designs for shirts, stickers, etc. Provide professional and friendly customer service. Restock inventory as needed. Maintain an accurate cash drawer. Maintain knowledge of a variety of streetwear and shoe products. Showcase the company in a positive light.