

Roberto Garcia

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Portfolio: www.biiggestorange.com

GRAPHIC DESIGNER

Highly Motivated self-taught Graphic Designer of 4 years. Offering a strong foundation in Print Design and Brand Design with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams. Learning UI/UX and Front-End Web Development to expand my Design Skills and technical understanding.

KEY COMPETENCIES

Adobe Photoshop	Typography	Branding & Identity
Adobe Illustrator	Logo Design	Video Editing
Adobe InDesign	Layout Design	Art Direction
WordPress	HTML/CSS	

PROFESSIONAL EXPERIENCE

My Daily Choice Dec 2022- Sep 2023
Jr. Graphic Designer

Utilized graphic design software like Adobe Photoshop, Illustrator, and InDesign to collaborate with marketing team to develop promotional materials consistent with brand identity for use on company website, social media, and in-person events. Analyzed the effectiveness of design assets and refined visuals according to data-driven insights from web development & marketing teams.

My Daily Choice May 2020- Dec 2022
Administrative Assistant

Maintained personnel records, updated databases, and created guidelines and FAQ documents about company policies. Published Job ads and scheduled interviews with various departments while accurately processing a variety of reports and documents, including formatting, tracking, and following established procedures. Managed payroll bi-weekly for over 100 employees while complying with federal and state tax laws and maintained orderly financial files to ensure easy retrieval and accurate historical records. Prepared reports for weekly, quarterly and yearly reviews while also ensuring that employee documents, contracts, and agreements were accurate and compliant with relevant laws and regulations.

EDUCATION & CERTIFICATIONS

Advanced Honors Diploma
Liberty High School

EXTRACURRICULAR ACTIVITIES

President, Graphic Design Club
Liberty High School