

CARMELLE ETELKA PROSPER

19901 SW 184th Street, Miami FL, 33187 • identity.gr@gmail.com • [786] 491.4756

WORK EXPERIENCES

- 2016** ● **CUSTOMER SERVICE/GRAPHIC DESIGNER**
Present CHI Multi Services ,Miami, FI
Answering incoming phone calls. Receiving and sorting daily mail/deliveries/couriers. Ordering office supplies and keeping stock inventory. Keeping updated office cost and expenses. Performing other clerical duties such as faxing and Photocopying
- 2008** ● **GRAPHIC DESIGNER**
Present FREELANCE, IDENTITY, HAITI
Syndicated graphic design contracts for multiple firms, governmental organizations, aid/relief groups, secondary clientele and regional publications.
- 2014** ● **COMMUNICATION/ BRAND MANAGER**
2016 SOCOSER S.A. , HAITI
- Manage staff, prepare work schedule and assign specific duties to trade marketing team
 - Endure branding guidelines were respected across all out-going materials
 - Develop 360 campaign to increase company revenues
 - Negotiate with vendors to ensure all material productions stayed within marketing budget
- 2013** ● **COMMUNICATION MANAGER**
2014 NUTV, HAITI
- Assist sales team in strategy to increase sales revenues
 - Develop sales strategies through marketing to increase company revenues
 - Develop 360 campaign
 - Keep the customer informed of new trend on TV: tv shows, movies, events, posting them on Facebook and twitter.
 - Sending payment reminder to customer through SMS platform to ensure on time payment
- 2013** ● **SPONSORSHIP EVENT MANAGER**
DIGICEL, HAITI
- Plan and manage all events: sponsored or in house events
 - Ensure that all sponsorship events would increase companies revenues: e.g. selling phone cards during events
 - Filter all events request to stay within company sponsorship budget

- 2011** ● **COMMUNICATION / BRAND MANAGER**
2013 VOILA/COMCEL, HAITI
- Put in place a team of 2 graphic designers and Social Media
 - Manage existing Trade Marketing Team
 - Proof read of all marketing materials before final production
 - Work closely with procurement to find the best prices from vendors to decrease company expenses
 - Remotely work with local and international agencies to develop full campaign
- 2004** ● **HEAD, GRAPHIC DESIGN.**
2008 EDITIONS AREYTOS, HAITI
- Lead a team 2 graphic designers and a copywriter
 - Structured the Design department: each graphic designer has a specific task in the process design
 - Establish guidelines for the book cover layout and payout layouts
- 2003** ● **JUNIOR GRAPHIC DESIGNER**
2004 PUBLIGESTION, ADVERTISING AGENCIE, HAITI
- Deputizing for the Senior Graphic Designers
 - Responsible of concept creation for all forms of visual advertising

EDUCATION

- 2000** ● **THE ART INSTITUTE OF PHILADELPHIA**
2002 ASSOCIATE DEGREE
- Dean's list
 - Best of quarter
 - Outstanding achievement
- 1991** ● **SAINTE ROSE DE LIMA**
1998 HIGH SCHOOL
- 1986** ● **SAINTE ROSE DE LIMA**
1991 ELEMENTARY AND MIDDLE SCHOOL

QUALITIES

- Leadership
- Team Player
- Multi-tasking
- Hard working
- Proactiv
- Strong work ethic

SKILLS

- Photoshop
- Illustrator
- InDesign
- Logo Design
- Branding
- MS Office

LANGUAGES

- English
- French

- Link to my porfolio: [behance.net/etelkaprosper](https://www.behance.net/etelkaprosper)