



CASSANDRA GOMEZ

Designer & Writer
cassandragomez.com

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Number: +1 361 648 4966

Location: Boulder, CO 80303

LANGUAGES

English ● ● ● ● ●
Spanish ● ● ● ● ○
Portuguese ● ○ ○ ○ ○

EDUCATION

● **Graphic Design**
Associate of Applied Science
at **Front Range Community College**
Expected May 2024

● **Web Design**
Associate of Applied Science
at **Front Range Community College**
Expected May 2024

● **Business for Creative Industries**
Bachelors of Applied Science
at **Front Range Community College**
Expected May 2025

● **Management**
Bachelors of Business Administration
• International Studies
• Spanish
at **Texas Tech University**
Awarded May 2019

CERTIFICATES

- Fundamentals in Multimedia
- Graphic Design
- Web Design

SKILLS

Design Tools

- Illustrator
- Photoshop
- InDesign
- AfterEffects
- Premier Pro
- Figma/XD
- HTML/CSS
- Javascript

Interpersonal

- Creativity
- Initiative
- Empathy
- Versatility
- Self-motivation
- Cultural Awareness
- Dependability

R&D

- Grant Writing
- Project Management
- Digital Marketing
- Reporting
- Salesforce
- UX/UI
- SEO

WORK HISTORY

Marketing & Development Manager

"I Have a Dream" Foundation
of Boulder County
Mar 2023 - Present

Boulder, CO

- Work closely with the Executive Director to prioritize department goals and projects, and formalize processes.
- Design informational flyers to apprise donors of organizational accomplishments – "results of donations"
- Produce marketing collateral including annual reports, fund raising campaigns, and publish social media releases
- Raised over \$100k in 2023 annual campaign funds by crafting persuasive proposals for funding support requests from corporations and foundations

Office Technician

Weld County Health Department
Aug 2022 - Mar 2023

Greeley, CO

- Efficiently managed administrative duties in the administration office, processing birth and death certificates with acute attention to detail and accuracy
- Successfully multi-tasked in dual roles by handling clinic office responsibilities, including scheduling appointments, processing insurances, and ensuring compliance with HIPAA regulations
- Provided valuable translation services to clients, facilitating effective communication and enhancing accessibility for non-English speaking individuals within the diverse community served

Lab Manager

Rocky Mountain Instrumental
Laboratories
Jul 2021 - Aug 2022

Fort Collins, CO

- Directed laboratory logistics that fostered collaborative research, ensuring the highest standard of accuracy and efficiency in analytical process
- Maintained clear and effective communication with law firms and government agencies throughout Colorado, providing regular updates on research progress, results, and any pertinent information vital to cases
- Provided assistance to maintain laboratory functionality, including lab inventory maintenance, purchasing, and other jobs assigned