Elaine Lagon



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Summary:

Strong web graphic design skills with the ability to identify and solve problems through a creative solution. Experience with CSS, HTML, and page layout design. Experience in teamwork and leadership.

Skills

- Web Graphic Design Skills - Experience in teamwork and leadership

- Typography, Print and Logo Design, Storyboarding - Intermediate in: HTML, Adobe

- Strong written communication skills in writing reports Illustrator, Page layout design

- Demonstrated ability to work under pressure - Beginner in: JavaScript, Adobe Photoshop

And collaboratively with a group Jquery, HTML5,CSS3

Creative Suite CS 5.5 +, Creative Cloud, JQuery, Adobe Premiere Pro CC, Adobe Dreamweaver CS6, Joomla 3.0, Adobe inDesign, Adobe Captivate 8

Work History

Shermco Industries, Inc. , Irving, TX. September 2015- Present

Training Development Assistant

- Created, and modified page layouts to existing inDesign templates

for Cable Testing guides

- Converted PowerPoint presentations on online training courses to Adobe Captivate 8

- Produced, and added narrations for specific criteria to Adobe Captivate 8 courses

- Assisted in designing marketing flyers, and posters following the brand guidelines

- Designed and managed the Shermco Industries Spring/Fall 2015 Catalog

- Assisted in page layout on testing guides using Microsoft Word

Digital- Alchemy, Inc. , Fort Worth, TX. March 2014- April 2015

HTML Designer

- Created, and produced several CRM email templates:

Reservation Confirmation, Comment Cards, Preference Forms,

Cancellation, CXL Form, Thank You Note, PreStay Marketing, MAS

- Incorporated clients' brand identity to mimic part of email template

- Embedded code that collaborated with the use of Includetext

- Transformed clients psd template to a live working email template

- Redesigned many clients email templates based on their criteria

NAUTILUS HYOSUNG AMERICA, INC., Irving, TX. April 2013- January 2014

Web Developer/Web Designer Intern

- Created, re-designed and maintained company’s website

- Accomplished marketing a brand identity

- Produced many variations of company logo

- Designed and revised Media Planner

- Devised a new idea for our tagline

- Budgeted the company’s promotional products and ordered

the specified products

- Developed and executed two advertisement banners

- Wrote out email instructions of how to add our product

into the e-mail signature

-Built and organized a portfolio showcasing all of my work

AXA-ADVISORS, Fort Worth, TX January 2008 – April 2013

Clerical Assistant

- Provided assistance in filing and organizing documents and client’s folders

- Managed and Updates Address Book

- Handled Office Phone Calls

**Education**

DeVry University, Irving TX Graduated Date: June 28th, 2013

Bachelor of Science in Graphic Multimedia Design Summa Cum Laude

Cumulative GPA 4.0/4.0

Tarrant County College, Fort Worth, TX May 2008

Associates of Applied Science Degree

Information Technology

Accomplishments

- Implemented an idea to the CEO to help speed up the process of building a comment card

- Copied and compiled large stacks of Commission Statements to be mailed on same day

- Collected 100 clients and updated AXA-ADVISORS’s Address Book in one day

- Established a record since 2008 of making sure that all important documents have not gone missing

during an audit

-Designed and coded a 30 second advertisement banner at 18fps within 48 hours

Awards

DeVry University, Dean’s List

Spring 2013

Spring, Summer, Fall 2012

Spring, Summer, Fall 2011

LoneStar College, awarded Certificate in Creating Web Pages Summer 2003

awarded Certificate in Creating Web Graphics Fall 2003

Salary Requirements

$43 to 49,000 with Benefits

Portfolio Link

<elagonsamplesfile.pdf>