

Carla Marroquin

GRAPHIC DESIGNER/ ASSISTANT

(323) 253-9922 – cmarroq7@gmail.com – www.cmgrapix.co.uk

Energetic professional seeking a Graphic Designer or UX/UI Designer position.

Offers professional work ethic and dedication to a high standard of quality work.

EXPERIENCE

PHOTO EDITOR / DATA ENTRY ASSISTANT: Martinez Jewelry (Los Angeles, CA), 2017 – present

My tasks were to confer with clients to discuss special orders, develop graphics for both print and digital by using computer software like Adobe Photoshop and Illustrator, input information on auction sites to sell jewelry for our clients using Microsoft excel.

PERSONAL ASSISTANT: United Latin Services (Los Angeles, CA), 2017 – April 2020

My tasks are to prioritize and restructure my client's needs which include representing on their behalf to check day to day operations were in order.

INTERN: NTS Creative Group (Los Angeles, CA), April 2017 – June 2017

My tasks were to check any preliminaries and final proofs for any errors, converting types of files for any publishing purposes.

EDUCATION

BACHELOR OF ART: California State University, Los Angeles (Los Angeles, CA)
2011 – 2016 (Graphic Design/Visual Communications)

HIGH SCHOOL: Downtown Magnets High School (Los Angeles, CA), 2007-2011

SKILLS

Adobe Creative Suite

Microsoft Office Suite/ G Suite

Bilingual (English/Spanish)

Resourceful Problem Solver / Good Customer Service

Web Design / SEO / Magneto 2

Photography

References **Upon Request**