

RESUME

Mr. Luis del Castillo

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GENERAL

I. Main Office Assistant - Old Republic Title Insurance Company (Jan. 2018 – June 2020) Glendale, CA.

A) Primary Position: Support teams / distribute, prepare mail / scanning documents. Point-person for maintenance.

B) Other Tasks: • Facilities • Reception • Order office supplies • Conference set-ups • Miscellaneous

C) Computer Usage: Microsoft Outlook / email , minor Word , Excel, operate Pitney Bowes mail meter machine.

II. Office Courier - Synrgo, Inc., formerly SPL Express (Jun. 2017 - Nov. 2017) Los Angeles, CA.

III. File Clerk - Ajilon (Temp / Iron Workers Employee Benefits Corporation) (Apr. 2017 - Jun. 2017) Pasadena, CA.

IV. Office Clerk - SPL Express, Inc., Document Recording Service (Jan. 2016 - Jul. 2016) Eagle Rock, CA.

A) Primary Position: Input document numbers into database, prepare mail, input postage fees.

B) Other Tasks: minor graphics assistance. Assist other staff with paperwork and electronic scanning .

V. Senior Office Support - Bolton & Company Insurance Brokers (Dec. 2012 - Oct. 2015) Pasadena, CA.

A) Primary Position: Support teams / run reports / sort, distribute, prepare mail / scanning documents.

B) Other Tasks: • Facilities • Reception • Order office supplies • Conference set-ups • Miscellaneous

C) Computer Usage: Run MVR reports, Microsoft Outlook / email , minor Word , Excel, operate Pitney Bowes

CREATIVE

I. Graphic Designer - Dream Products, Inc., Mail Order Marketing Company (Jan. 2008 - Sep. 2011) Chatsworth, CA.

A) Primary Position: Design and layout of ads and catalog pages to for product sales. Assist Art Director with

Pre-Press production of final artwork and transfer of digital files "FTP" to publications.

B) Other Tasks: Photoshop retouching of digital images and quality-control of incoming product images.

C) Computer Usage: Macintosh • Quark • Photoshop • Illustrator • PDF • minor Word/Excel

II. Graphics Production - Spindle Company, Inc., Hotel Sign Manufacturer (Sep. 2003 - Sep. 2007) Montrose, CA.

A) Primary Position: Design and layout artwork for screen-printed signs and accessories for major Hotels - Room Signs -

Door Hangers - Hallway Directional Signs - Draw Floor Plans / diagrams - Phone plate die-lines

B) Other Tasks: Work with Sales staff to secure customer approval of final proofs. Print film for production.

C) Computer Usage: Macintosh, mainly: • Illustrator • Photoshop • Streamline Operate scanner

III. Graphic Artist - Mole-Richardson Company, Movie Lighting Manufacturer (Oct. 1993 - May 2003) Hollywood, CA.

A) Primary Position: Assist Art Director with design and layout of advertisements and other graphic needs:

- Catalogs - Logos - Brochures - Flyers - Postcards - Office Forms - advertisements

B) Other Tasks: Photoshop retouching & preparing digital images. Operate copier and label maker.

C) Computer Usage: Macintosh, mainly: • Quark • Photoshop • PDF • Outlook • Operate scanner

EDUCATION

I. California State University, Los Angeles, California B.A. Art & Graphic Design (Sep. 1987 - June 1992)

II. Daniel Murphy High School, Los Angeles, California General Ed. Diploma (Sep 1983 – June 1987)

REFERENCES

(All available upon request)