


PHILLIP MACALMA

 pmacalma.myportfolio.com

 pmacalma@gmail.com

 (916) 213-8796

 3553 Cormorant Drive
Folsom, CA 95630

Education

California State University, Sacramento

Bachelor of Science Business Administration (Marketing)

January 2013

Sacramento City College

Associates in Science Graphic Communication

December 2014

Florin High School

High School Diploma

June 1995

Experience

City of Roseville Parks Recreation, and Libraries

Marketing Technician/Graphic Designer: October 2015 - Present

- Designed collateral such as: fliers, invitations, posters, banners, graphics for web & social media posts, A-Frames and window clings for various events.
- Designed logos and illustrations for programs, events, shirts and medals.
- Assisted in the design and layout of the seasonal activity guide for the Parks, Recreation & Libraries department.
- Assist with social media posts on Twitter and Instagram.
- In charge of communicating with printers and other vendors to secure quotes and complete projects.

Sacramento City College Flagship Studio Design Class

Graphic Designer: August 2014 - December 2014

- Blackwater Roasting Company: Worked as part of a group that created logo, business card, menu and a website for client.
- California Conservation Corps Foundation: Worked as part of a group that created an informational postcard, newsletter template and a website.

Newport Group

Account Service Representative: December 2007 - December 2014

- Part of a pilot program that instituted procedures to comply with the new IRS Fee Disclosure regulations.
- Managed a caseload of 50 clients, where I was the main point of contact for retirement plan questions from clients as well as plan participants.
- Provided customer service for our retirement plan website AccountTRAX.

Skills

- Efficient worker able to meet deadlines.
- Self motivated and eager to learn.
- Ability to train new tasks to other employees.
- Works well individually as well as with others on a team.

Software

Microsoft Office

Word
Excel
Outlook

Adobe Creative Suite

Photoshop
Dreamweaver
InDesign
Illustrator