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| 540 S. Serrano Ave. #10, Los Angeles, CA 90020 • (213) 910-0106 • [Samuel.tellechea7@gmail.com](mailto:Samuel.tellechea7@gmail.com) | | | |
| Portfolio: www.behance.net/illsamuel | | | |
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| Samuel Tellechea | | | |
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| Experience | | | |
| Nov 2016 to Present | |  | Los Angeles, CA |
| Freelance Graphic Designer  * Engaged directly with clients and creative directors during project briefs to ensure a unified, client-centered approach to visual solutions. * Execute design layouts and revisions according to creative direction. * Created specialized assets for use across all social media. * Review all projects to ensure the end product is error free. | | | |
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|  | | Kyochon | Los Angeles, CA |
| Kitchen Worker  * Worked in a fast-paced environment fulfilling orders. * Learned how to effectively multitask and manage time in the most efficient way possible. * Maintained a clean, safe working environment. * Managed and control and records a complete inventory of all food, equipment, kitchen supplies, and non-perishable items according to health and safety standards. | | | |
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| 2011-2014 | | Keck Medical Center of USC | Los Angeles, CA |
| Administrative Assistant / Data Entry  * Oversaw calendar maintenance, appointment scheduling, and report preparation. * Organized inventory, medical Records, and created folders for patients. * Compiled, sorted and verified the accuracy of data before it entered * Located and corrected data entry errors * Assisted as backup to department receptionist as needed. | | | |
| Education | | | |
| 2019 - Present | Los Angeles City College | | Los Angeles, CA |
| Comp Sci Degree in progress | | | |
| Skills | | | |
| Adobe Creative Cloud, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere Pro HTML, CSS, JavaScript, Data Entry | | | |