

Katrina Caraballo

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Portfolio: <https://www.behance.net/Katrina721>

LinkedIn Page: <https://www.linkedin.com/nhome>

Professional Summary

Graduate of Elms College. Possessing a Bachelor's degree in Graphic Design, and a minor in digital forensics and cyber security. Exercises a strong attention to detail to ensure that tasks are completed in accordance with established quality standards. Able to work independently and as a team member. An excellent problem solver. Excited about using cutting edge software to develop graphic design products for employers. Eager to begin their career and expand their knowledge in the IT, and cyber security fields.

Education

Elms College, Chicopee, MA

2014 - 2016

- BA in Graphic Design
- Minor in Digital Forensics and Cyber Security
- GPA: 3.9
- Summa Cum Laude
- Dean's List
- Member of Honor Society Delta Epsilon Sigma; the Alpha Sigma Chapter

Languages

- English
- Spanish

Technical Skills

- | | | |
|---------------------------|------------------|-----------------------|
| • Adobe Creative Suite | Illustrator | Photoshop |
| • InDesign | Dreamweaver | Adobe Acrobat Pro |
| • Microsoft Visual Studio | Windows Platform | Libre Office |
| • Microsoft Word | Microsoft Excel | Microsoft Power Point |
| • MAC Platform | Linux | Ubuntu Platform |
| • Html | Css | C++ |
| • Installation | Troubleshooting | Networking |
| • Data Entry | Reporting Skills | Customer Focus |

Professional Experience

AM Lithography Corp.

Prepress Technician, Springfield MA

May 2017 to January 2018

- Ensured that the proper format, appearance, and layout of text and images are up to standard for newspapers, magazines, brochures, catalogs, packaging materials or labels is completed before the full print run.
- Imported print, electronic files and scans into specialized software, making color, text, and digital image corrections as needed.
- Set up printers to produce electronic proofs.
- Produced plates for printing presses.
- Maintained and troubleshooted printers as needed.

Agawam Medical Supply
Customer Service Rep, Agawam MA

July 2016 to September 2016

- Responded to customer's questions by understanding the inquiry; gathering and researching information; assembling an answer; verifying customer's understanding of answer.
- Documented customer questions and concerns in patient database.
- Increased quality service by recommending improved procedures.
- Updated job knowledge by participating in educational opportunities.

Volunteer Experience

Elms College
Work Study, Chicopee MA

September 2014 to May 2016

- As a lab monitor, oversaw the use of computers and printers; assisted students with questions and computer issues.
- Completed other projects as directed by the Department Chair.
- Acted as an assistant teacher during workshops for high school students about graphic design and the importance of a college education.
- Volunteer for a day to fund raise for the Children's Miracle Network Hospital through a video gaming event.

Elms College CIT Internship
Graphic Designer Intern, Chicopee MA

Summer 2014 and Summer 2015

- As part of the graphic design team, spent two summers creating branding and website materials for local businesses.
- Learned and understood the needs of the client to build business cards, posters, brochures and logos.
- Led a team of graphic design students to create a brochure for a national fund raising event using Adobe Illustrator.

Senior Capstone Project

As part of the Showcase Course developed a book project called "Unimaginable Beings". Researched mythical creatures and legends from various cultures. Designed art pieces using Photoshop representing each creature to include a description of its special attributes and place of origin.