

# Maria Elizabeth Cortes

PRINT | GRAPHIC DESIGN COORDINATOR

☎ (778) 228 4125

✉ [marixay@gmail.com](mailto:marixay@gmail.com)

🏠 Burnaby, BC.



Maria Cortes



Demo Real - Marixay Media



Online Portfolio



## **WHY ME?**

- Over a decade of graphic design experience focused on the printing industry and digital sectors.
- Currently in UI/UX Associates Program at BCIT (Graduation in 2025).
- Class 5 Driver's License and own reliable vehicle.
- Well versed in photography, illustration, printing, administrative.
- Team player, multi-tasking several projects at the same time.
- Clearly communicates and coordinates between customers and production teams.
- Creative designer and organized leader.
- Strong interpersonal skills to manage teams and delegate functions.

## **WORK EXPERIENCE**

### **PRINT PRODUCTION COORDINATOR AT MINUTEMAN PRESS COQUITLAM**

AUG 2022 - AUG 2024

- Built and maintained customer relationships, translating client needs and requirements into technical language for production.
- Followed projects from request to completion.
- Designed layouts for business cards, brochures, and posters using InDesign, Photoshop and Illustrator.
- Created impositions with Quite Imposing, Fiery Command Workstation, Konica Minolta printers
- Operated cutting and finishing machines.
- Managed the front desk, customer calls, order pickups, POS system billing, and invoicing.

### **GRAPHIC DESIGN COORDINATOR AT 3DS**

DEC 2019 - DEC 2021

- Led a team of 4 people, and 4 graphic providers, producing 5 museums, 3 galleries and 2 restorations.
- Coordinated and administered the printing schedule, coordinated with the graphic production team, and negotiated client requests, providing quotes and designing sales proposals.
- Created budgets, inventory, quality control, choosing providers based on price and accuracy.
- Assisted with pre-press, checking files before they went into production.

### **GRAPHIC DESIGN / PREPRESS AT TECH WEB DIRECT**

OCT 2018 - APR 2019

- Modified files to match the needs of the BC Lottery Corporation and Canada Post.
- Matched typefaces and PMS colors, performed quality control.
- Programmed with XMPie and created metal printing plates.

### **PRE-PRESS OPERATOR AT 4OVER4.COM**

APR 2017 - SEP 2018

- Handled quality control by correcting mark positions, including centers, corner trims, punch marks, overprints, and ink knockouts, processing over 200 files weekly.
- Extensive customer interactions, ensuring the implementation of printing standards before final production.

### **OWNER OF MY OWN BUSINESS MARIXAY MEDIA**

DEC 2016 - OCT 2018

- Created and coordinated photography, photo shoots, auditions, editing, animating with motion graphics, billing, front-end web design, brand infographics, editorial design, and project management.
- Cultivated relationships with local and international companies, including Heineken as a primary client.

## MARKETING & DESIGN ASSISTANT / MANAGER AT TAILOR PLAN

NOV 2015 - OCT 2016

- Managed billing, administration, institutional design, and front-end web design.
- Coordinated and distributing to 32 branch offices.
- Designed and coordinated providers to fulfill stationary, agendas, letterhead, and logos requests.
- Coordinated providers and column writers for national magazine.
- Introduced audio-visual process to the workflow.
- Purchased new equipment and software for the team, allowing us to create institutional videos in-house for the first time.

## MULTIMEDIA EXECUTIVE AT GLOBAL E-LEARNING CONSULTING

AUG 2014 - JUL 2015

- Designed characters, props, and scenery; created animated infographics and text animation.
- Designed creative illustrations.
- Pre-production setup, storyboard creation, motion graphics, audio and video edition and recording,
- Edit and modify chroma key backgrounds, 8 to 10 online classes for IEU online university every month.
- Video game design and structure to aid in educational techniques, memorizing key concepts of class.

## CONCEPT ARTIST / MOTION GRAPHICS ANIMATOR AT ANIMATIONMX

AUG 2013 - JUL 2014

- 2D Character design, prop and scenery creation, animated infographics and text animation and illustration.
- Pre production set up, storyboard creation, motion graphics.
- Scheduling, coordinating and taking audio and video recording.
- Classifying and labeling scenes, editing, and verifying the rendering process.
- Built and led a strong team.

## CHARACTER DESIGNER AT EMBRYONIC

AUG 2011 - FEB 2012

- 2D Character design, prop and scenery creation, creative illustration.

## EDUCATION



### BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY (BCIT)

User Interface (UI)/ User Experience (UX) Design Associate Certificate - Starting September 2024



### PRINTFORWARD PRINTING & IMAGING ASSOCIATION

Print Entry Level Training Program (PELT) Certificate - 2022



### UNIVERSIDAD IBEROAMERICANA PUEBLA

Bachelor's Degree in Digital Imaging and Digital Media Design - 2012

## LEADERSHIP EXTRACURRICULAR & VOLUNTEER EXPERIENCE

### EDITORIAL DESIGNER AND COVER ILLUSTRATOR AT FREE TO LIVE PUBLISHING (Inclusion for people with mental health disorders)

DEC 2019 - FEB 2023

- Design newsletters layout, posters, presentation cards, folders, editorial design and illustration of 3 books:
- "Step Inside" - Quotes - PUBLISHED July 6th 2022.
- "Poems to Soothe the Soul" PUBLISHED July 20th 2022.
- "In the Potter's Hands" PUBLISHED November 27th 2022.

### HIKE COORDINATOR/ FIRST AID VOLUNTEER AT WEST COAST WONDERS - HIKING & ADVENTURES

APR 2024 - ONGOING

- Designed logo and hike coordinator's t-shirts to make them easy to identify for other hiking members.
- Schedule hikes, rides, gas rates, organize teams per pick up locations.
- Diplomatically resolved conflicts with members to restore a friendly and collaborative environment.