



# Bessy G. Martinez

Graphic & Web Designer/Developer  
with Administrative Experience



## SUMMARY

Hard-working graphic & web designer/developer with administrative experience. A multi-tasker that is self-motivated and self-directed who can also follow explicit directions and protocol. Passionate about the interconnectedness of UI & UX design--making products look sleek and pleasurable with a relevant and meaningful experience. Newly developed skills in JavaScript, CSS3, HTML5, Node.js, React.js, and responsive web design. Excited to use her proficiency within an ever-changing industry as part of a high-caliber team of like-minded individuals to provide quality materials.



## WORK HISTORY

**Associated Printing Productions**  
04/2015 – 01/2019  
Accounting Clerk/Office Manager

**Vilar Law, P.A. / Jack Solano, P.A.**  
06/2009 – 04/2015  
Legal Assistant

**Doral Electrical & HVAC Supply**  
08/2008 – 05/2009  
Office/Administrative Assistant

**Ford Engineers, Inc.**  
03/2008 – 07/2008  
Office Assistant

**Miami Children's Hospital**  
07/2005 – 07/2007  
Office Assistant/Data Clerk

**Imagen Media Group**  
08/2004 – 01/2005  
Graphic Designer

**Freelance Graphic Designer**  
2004 – Present



## CONTACT INFORMATION

✉ [REDACTED]  
[REDACTED], [REDACTED]

📞 [REDACTED]

✉ bessygmartinez83@gmail.com

github.com/bessygmartinez

bessygmartinez.github.io

linkedin.com/in/bessygmartinez



## EDUCATION



**University of Miami**  
2020  
Full-stack Web Development  
Certificate of Completion



**Miami-Dade College**  
2004  
A.A. Graphic/Commercial Design

## SKILLS

Microsoft Office · QuickBooks  
Photoshop · HTML5 · CSS3 ·  
JavaScript JQuery · MySQL  
MongoDB · Node.js · React.js · API  
Model-View-Controller (MVC)  
Object-Relational Mapping (ORM)  
Git/GitHub · Heroku  
and more...



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## KEY PROFESSIONAL ACCOMPLISHMENTS

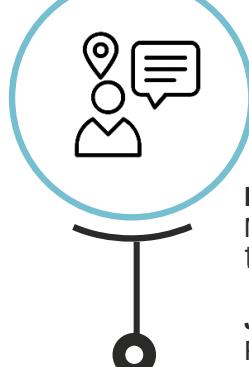
### COMPUTER PROFICIENCY

- Successfully handled learning software, such as Microsoft Suite, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Intuit QuickBooks, and any other software as necessary.
- Proficiency with internet technologies, including social media platforms such as Facebook, Instagram, Twitter, and Snapchat.
- Handled projects which required knowledge of web development, as well as CMS platforms such as WordPress, Squarespace, and Wix.
- Designed logos, flyers, and other graphic design materials.
- Easily handled new software and protocols for each position held.



### OFFICE ORGANIZATION & SUPPORT

- Supported office workflow, including maintenance of office supplies/equipment.
- Coordinated with IT professional to trouble-shoot or arrange service for technical issues throughout the office.
- Maintained organization of customer files and created filing system for easier flow.
- Managed calendars to include pertinent information, including appointments, deadlines, and other important dates.
- Prepared and presented estimates for sales people by gathering proposals, pricing data, specifications, and related documents to identify labor, material, and time requirements.
- Verified accuracy of vendor invoices by investigating on case-by-case issues.
- Invoiced customers using data supplied by production team and general manager.



### COMMUNICATION & CUSTOMER SERVICE

- Played a consulting role in the design work for company marketing materials for print and internet use.
- Handled requests from employees within the company with professionalism and timeliness.
- Effectively handled incoming inquiries from visitors and customers, whether by phone, email, or in person.
- Provided professional and quality service by greeting arrivals and determining the nature of the inquiries.

## REFERENCES

Maria "Lola" Hernandez  
Manager – Vicky Bakery

John Beadel  
President – APPi, Inc.

Maria "Tina" Henriquez  
Senior Account Executive – APPi, Inc.

Patrick Vilar, Esq.  
Attorney – Vilar Law, P.A.