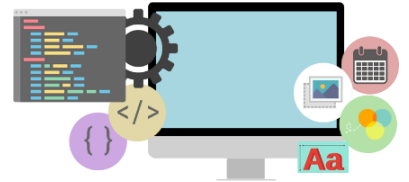




Bessy G. Martinez

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

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Miami Lakes, FL 33014

📞 786-280-5750

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🐙 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
786-217-3063

John Beadel
President – APPI, Inc.
786-236-2667

Maria "Tina" Henriquez
Senior Account Executive – APPI, Inc.
954-559-1562

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Attorney – Vilar Law, P.A.
305-975-3709