

CELESTE FLORES

GRAPHIC DESIGNER

(815) 814 4186

celestefloresmedia.com

celestefloresmedia@gmail.com

SKILLS

Technical

InDesign

Photoshop

Illustrator

After Effects

Media Encoder

HTML5

CSS

Javascript

Microsoft Office

Google Drive

Interpersonal

Detail-oriented

Effective Communicator

Creative

Dependable

Organized

Collaborative

Productive

Determined

EDUCATION

Columbia College Chicago | Chicago, IL

Bachelor of Arts in Graphic Design | May 2023

Joliet Junior College | Joliet, IL

Associate of Arts | July 2021

WORK HISTORY

Warehouse Worker | Jun 2019–Jul 2019

RTC | Romeoville, IL

- Maintained inventory by identifying, labeling and placing materials and supplies in stock.
- Evaluated supplies and orders for quality and quantity issues for 50–100 packages a day by overseeing any damaged products and coordinating with co-workers to complete orders in a timely manner.

Receptionist | Dec 2018–Feb 2019

Allegro Music & Dance Academy | Lockport, IL

- Greeted guests at the front desk and engaged in pleasant conversations while managing the check-in process.
- Communicated with 5–8 clients a day through messages, emails, and calls to confirm appointments and send out reminders.
- Managed payment information and communicated closely with clients to ensure they understood payments procedure and responsibilities.

ADDITIONAL EXPERIENCE

Visual Production Team Leader | May 2019–Present

Westbrook Christian Church | Bolingbrook, IL

- Directed weekly services by attentively coordinating stage light cues and media presentations while collaborating with the audio and video teams.
- Created slideshows and visual presentations for weekly services and events to engage and inform guests.