## DONA ALTEM**US**

donaaltemus@gmail.com 786.338.0571

## **EDUCATION**

2012 Miami, FL Bachelor of Fine Art, Graphic Design

New World School of the Arts/ University of Florida

Dean's List 2012, 2011, 2010

2009 Miami, FL Associate in Arts

Miami Dade College

## EXPERIENCE

Freelance Graphic Designer

August 14 - Present

MIAMI HERALD MEDIA COMPANY

created published ads

tweaked existing designs

formatted powerpoint presentations

**Graphic Designer/ Marketing Assistant** 

August 12 - August 14

MUSEUM OF CONTEMPORARY ART

maintained website via wordpress created printed & electronic collateral

(i.e. invitations, e-blasts, logos)

text formatted catalogues

prepared files to print

created exhibition and way-finding signage

implemented social media regiment across all platforms

**Assistant Graphic Designer** 

May 11 - January 12

**WOLFSONIAN-FIU** 

collaborated with art director to create a digital and print student curriculum

detected and resolved file errors

created layout sketches and multiple logos

Skills **Organizations Awards** 

Selected tie design for

Miami Dade Days, 2010

Proficient Mac & Windows user InDesign **Photoshop** Illustrator Dreamweaver Microsoft Office Suite **HTML** 

**CSS** 

Excellent verbal and written skills in English and basic Spanish

References supplied upon request

(American Institute of Graphic Arts) member since 09