

# Luna Cuevas

Operations Specialist

[www.luna-cuevas.com](http://www.luna-cuevas.com)



[www.tinyurl.com/luna-cuevas](http://www.tinyurl.com/luna-cuevas)



## Contact

El Cerrito, CA  
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## EDUCATION

### BACHELOR OF ARTS

Political Science  
University of California,  
Berkeley  
2016

## Soft Skills

Collaborative	Organized
Patient	Detailed
Amicable	Creative
Leadership	Analytical

## Tech Skills

HTML	Bootstrap
CSS	VS Code
JavaScript	JQuery
React	Illustrator
GSAP	Photoshop

## Objective

My professional goal is to utilize the myriad of skills I've gained over the years to support growing teams in accomplishing goals and meet demands.

Problem solving is in my nature. Whatever issue your team may be facing, I'm confident that I can develop and implement creative solutions.

## Work Experience

### Warehouse Manager & Graphic Designer

Que Factory  
06/2018 - 10/2020

Warehouse Manager:

- Supervise a team of fulfillment specialists tasked with completion of 4,000 monthly online and wholesale orders.
- Tally inventory every day and stock staging areas with the day's products
- Ensure fulfillment area is clean, safe, and efficiently organized.
- Communicate issues between fulfillment and management staff.
- Onboard permanent and seasonal staff as positions are filled.

Graphic Designer:

- Create mock-ups for potential custom engraved orders.
- Illustrate customer logos or graphics into vector files.
- Assist marketing team in creating graphics for online content.
- Produce limited edition designs for non-profit organizations.
- Operate a laser machine used to engrave 2,000 custom caps per week.

### Production Associate & Graphic Designer

Ganja Gold  
08/2017 - 6/2018

Production Assistant:

- Produce 1 to 2 gram prerolls quickly and efficiently.
- Assist in the packaging of cannabis products ranging from oils, tinctures, prerolls, wax, and vapes.
- "Paint" Tarantulas with THC oil and coat with kief powder.
- Meet and exceed daily quotas while maintaining quality standards.

Graphic Designer:

- Design menus, posters, and fliers for trade shows and social media events.
- Update product label designs for Ganja Gold's extensive list of products.
- Create business cards for executives and salespeople.

### Marketing Analyst & Graphic Designer

Wonghaus Ventures  
01/2017 - 9/2017

- Critically analyze online trends formalize marketing pitches.
- Create captivating graphic content for social media, presentations, and B2B consulting.
- Design product mock-ups using InDesign, Illustrator, and Photoshop.
- Pitch potential products that resonate with a millennial audience.