TRACY SANTOS

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OBJECTIVE

Seeking a design position with an innovative company, that will both utilize my creative abilities and help me develop new skills, in order to be an essential part of its success and growth.

EDUCATION

**Bachelors of Science in Multimedia Design and Development (10/2011) –with Honors**

DeVry University Chicago, IL.

**Associate of Applied Science in Web Graphic Design (02/2010) –with Honors**

DeVry University Chicago, IL.

TECHNICAL SKILLS

Adobe Photoshop CS4/CS5

Adobe Illustrator CS4/CS5

Adobe Dreamweaver CS4/CS5

Adobe Media Encoder CS4/CS5

HTML 4.0/XHTML 1.0/CSS 2.0

EMPLOYMENT HISTORY

**Cellupager Inc. Chicago IL (Authorized Cell phone dealer) (08/ 09— Present)**

-Sell and activate mobile phones for various retailers including Boost Mobile, T‐Mobile and Cricket

-Provide one on one customer service to our clientele when needed

-Complete monthly payment transactions for customers in cash, check, credit, and debit tenders

-Complete inventory for store when new shipments arrive as well as ordering new material/ devices for store

-Assist with general office tasks including, but not limited to; filing, answering phones, delivering messages, and data processing

-Assist in the development of the store’s documents (organizing customer information, activation information, inventory etc.)

-Assist in the completion of special projects such as PowerPoint presentations, proposals, and business plans

- Provide store with innovative ideas for marketing/ advertising (Radio station commercials, print advertisement ideas, office décor etc.)

**Doctrina Espiritual Church (02/ 12— on call)**

-Front- end Developer/ designer for organization’s website ([www.doctrinaespiritual.com](http://www.doctrinaespiritual.com) )

- Maintains web hosting and emails for client

**R.R Donelly (Contingent) (04/ 11— 12/11)**

-Front- end Developer/ designer for Microsoft

-E-mail marketing development

**K.I.D.S.S.p.i (07/ 11— 10/11)**

-Front- end Developer/ designer for organization’s website ([www.kidsspi.org](http://www.kidsspi.org) )

-Print design (business cards and flyers)

**Von Humboldt CPC Chicago IL (09/01 – 06/ 10)**

-Designed flyers for school events using Photoshop

-Provided basic technical/ administrative assistance for Microsoft Software: Word, PowerPoint, and Excel

-Created craft ideas and administer projects in Arts and Crafts

-Assisted with general office tasks including, but not limited to; filing, answering phones, delivering messages, and data processing

INTERNSHIPS

-C. Creators & company: Created an instructional video on how to use the company’s caramelizer. Approximately 10 minute video.

AWARDS/ MEMBERSHIPS

-AIGA (01/11 – Present):

-Dean’s List (2008 – 2011): GPA 3.8 or higher

-Alpha Chi National Honors Society 2011 Chapter

LANGUAGES

Fluency in Spanish and English

REFERENCES

**Dean Gustavo Alatta**

Program Dean for **College of Engineering & Information Sciences and College of Media Arts & Technology for DeVry University Chicago**

Office number: 773-697-2053

Cell phone number: 773-398-6433

**Professor Flavia Andrade**

Professor in the College of Media Arts and Technology program at DeVry University

Cell phone number: 224-659-3593

**Rob Luck**

Employee at R.R Donelly

Cell phone number: 630-550-0589

**Griselda Lopez**

Manager at Cellupager

Office number: 773-890-4600