Monica Paultre

WEB DESIGN / IT SUPPORT SPECIALIST

Independent contractor with creative skillsets to develop original solutions with a high visual impact for clients. Proficiency in networking, project management, negotiating fees, discussing requirements, developing innovative ideas, presenting solutions to clients, and marketing expertise. Exceptional creativity, initiative-taking, specialized software expertise, strong attention to detail, deadline orientated, and excellent communication skills. Always looking to push conceptual boundaries within each assignment.

---

(954) 296-6949
paulmj1@mail.broward.edu
Hollywood, FL 33024
Portfolio: mjxiii.webflow.io

EDUCATION

(In Progress)
2025 | Bachelor's Degree
IT / Web Design
Broward College
Davie, FL

2017 | Associate Degree
Associate in Art
Broward College
Fort Lauderdale, FL

2014 | High School Diploma
South Broward High
Hollywood, FL

KEY SKILLS

- 15+ Years Graphic Designing
- Inkscape, GIMP, Adobe Photoshop Proficiency
- 8+ Years Web Designing & Editing
- Wix, Wordpress, & Webflow Proficiency
- Leadership & Director Skillsets
- Marketing Experience
- Microsoft Office Proficiency
- Advanced Computer Literacy Skillset

CERTIFICATES

2024 | Technical Certificate
Information Technology
Support Specialist
Broward College
Davie, FL

Karaoke Host
Sounds Of Stardom - Fort Lauderdale, FL
March 2022 to Present
- Collaborated with various companies in marketing karaoke events.
- Provide excellent customer service to karaoke singers.
- Coordinated events and engineered performances with sound and lighting.

Director of Marketing / Assistant
Light Up the Night, LLC - Fort Lauderdale, FL
January 2019 to June 2019
- Developed artwork and layouts for print and digital signage, banners, posters, publications, and flyers.
- Managed and lead a 4-person team in the production of marketing projects, presentations, promotional materials; video, photography, graphic design, website design, audio/visual needs.
- Troubleshooted company technical issues including website editing and printer malfunction.
- Engaged in customer inquiries, providing excellent customer service in selling event packages and services.

IT Specialist / Copy & Print Assistant / Sales Associate
Office Depot - Fort Lauderdale, FL
September 2018 to January 2019
- Designed posters and flyers to assist promotional marketing within the store.
- Provided exceptional customer service by utilizing designing experience to assist in copy & print projects.
- Diagnosed software and hardware problems and immediately resolved issues.
- Built long-term customer relationships and advised customers on purchases and promotions.

Store Manager - Director of Marketing and Events
City Wide Vapor Shop - Hollywood, FL
May 2014 to December 2014
- Created flyers, posters, business cards, and other marketing paraphernalia.
- Designed hookah menu layouts and templates for private and public events.
- Created inventory pricing posters, spreadsheets, and other promotional material.
- Managed and negotiated with partners for the curation of events.

Inventory Associate - Graphic Designing Assistant
CarMax - Davie, FL
December 2014 to January 2016
- Designed and rendered a novelty logo to represent business location to participate in national company contest against competing locations.
- Designed and rendered a sophisticated logo to assist the operations department in branding.
- Provided freelancing design services to coworkers in assisting their company branding.
- Provided photoshop editing services to coworkers for their personal projects.

Creative Director / Scare Actor Attraction Design & Construction
Demon Mansion - Fort Lauderdale, FL
September 2013 to November 2013
- Used creative skills to complete various major and minor exterior and interior decorations.
- Collaborated with technical teams to effectively incorporate lighting and other special effect features.
- Factored concerns such as location limitations and safety issues into every design.
- Negotiated agreements between employees to clarify misunderstood directions and resolve conflicts affecting performance.