

# STEPHANIE DE DIOS

📍 HAWTHORNE, 90250, UNITED STATES | (310) 739-1505

## ◦ DETAILS ◦

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Hawthorne, 90250, United States  
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## ◦ SKILLS ◦

Adobe Illustrator

Adobe Photoshop

Adobe InDesign

Adobe XD

Microsoft Office 360

Social Media

Sketch

## ◦ LANGUAGES ◦

Spanish

## 👤 PROFILE

Enthusiastic, out-going, tech-savvy professional whom is proficient at building positive relationships with new and existing customers by offering outstanding customer service.

## 📁 EMPLOYMENT HISTORY

### Executive Assistant at Mirror Image and Remi, Los Angeles, CA

August 2015 – Present

- Assists with multiple clients with any issues regarding active orders.
- Addresses any concerns foreseen due to lead-time of product.
- Accurately estimates time and material cost for projects.
- Formulates bids against competitors (including Online Portals).
- Coordinates all incoming request in a timely manner and forwards to the appropriate party.
- Sets up network profiles, security permissions, and file systems.
- Recommends network security standards to Ownership.
- Assists with password management and software updates.
- Troubleshoots any issues within internal system and windows computer
- Attends trade-shows displaying product and providing customer-facing information.

### Sales Project Coordinator at A Lady's Touch, Los Angeles

August 2013 – Present

- Coordinates with new and/or current clientele schedules for a Cleaning Service.
- Adheres to strict quality control standards.
- Builds customer relationships and loyalty.
- Creates a Cleaning Checklist based on client needs/requirements.
- Researches and customizes a Cleaning Service Proposal for potential clients.
- Gathers all necessary information for completion of invoices.
- Prepares invoices using Microsoft Word and Excel

### UI/UX Designer at DRXP APP., Los Angeles

August 2017 – February 2018

- Created original graphic designs (e.g. logo, images, app layout).
- Created mockups, wireframes, prototypes, and finalized design.
- Translated business needs into simple design interfaces that are visually appealing and highly functional
- Partnered and worked closely with our App and Back-End Developer
- Designed App Flow for iOS

## 🎓 EDUCATION

### La Sierra Military Academy, Visalia

June 2013

Degree: High School Diploma

### Lambda School, (Online)

Present