



# DIANA F. TOY

## CONTACT

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## EDUCATION

**California State University East Bay**  
B.A. Graphic Design  
Class of 2017

**San Joaquin Delta College**  
A.A. Graphic Arts  
Class of 2013

## ORGANIZATIONS

**Pilipinx American Student Association**  
Public Relations Coordinator 2015–2016

- Handling all Social Media Accounts
- Designing and printing fliers
- Creating positive relationships
- Designing and selling apparel
- Taking photos of the events
- Re-Developed PASA website

**Alpha Phi Omega**  
Family Head 2010–2011

- Planned and hosted several events
- Created fliers for the events
- Utilized social media to spread details

## SKILLS

- Photoshop
- Illustrator
- InDesign
- HTML & CSS
- Lightroom
- Acrobat
- Photography
- Powerpoint
- Word
- Mac and Windows
- Excel

## WORK EXPERIENCE

**Postmeds Pharmacy**  
Packing Lead

**April 2017–Present**

- Ensuring efficiency with the packing team
- Inventory counts, organization, and ordering
- Working as a team to meet delivery deadlines
- Handling the deliveries both in and out of the building
- Designing training materials and visuals
- Maintaining a safe work environment
- Problem solving and machine maintenance
- Typing customer orders through Pioneer Rx

**Coca Cola Print Shop**  
Print Production Artist

**May 2015–Mar 2018**

- Laying out designs in Illustrator and Photoshop
- Prepping printed material for shipment
- Experience with ONYX 12 RIP Software
- Utilization of HP Scitex 750 Flatbed UV Hybrid Printer
- Cleaning and maintenance of HP 360 Latex Printers
- Safe usage of Grommet Machines, and Keencut Cutters
- Proofreading designs for print
- Printing both large and small format advertisement
- Creating labels and packing orders for clients

**Amazon Pantry**  
Inbound Associate

**Nov 2017–April 2017**

- Stowing and replenishing products to bins
- Prepping and receiving prepped items
- Kept a clean and well-maintained station at all times
- Performed functions in Outbound as well (Pick, Pack, Waterspider)
- Working as a team to meet deadlines and achieve goals
- Amnesty Responder trained

**Follett Corporation Pioneer Bookstore**  
Warehouse Associate

**Aug 2016–Nov 2017**

- Shipping and receiving time sensitive material
- Working quickly to meet deadlines
- Following procedures to ensure quality merchandise
- Organization of all important documents

**Amazon Sort Center**  
Warehouse Associate

**Sept 2014–Jan 2015**

- Helped open new facility in Newark, CA
- Trained and worked with newly hired employees
- Utilized the tools provided to work efficiently
- Met expected deadlines and hour rates