

VERONICA VERA

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I am a web/graphic designer; experienced in Photoshop, Illustrator, InDesign and Dreamweaver. I have Basic HTML and CSS experience which is mainly used for updates and/or website maintenance and slight site modification. I can design; program and eblast HTML email newsletters. I have worked with Content Management systems to create and update websites and email newsletters. I also am fluent in Spanish (Speak, Read, Write).

PERSONAL QUALITIES

- Bilingual: English/ Spanish
- Hard Working
- Proactive, a self-starter and effective self-manager
- Detail Oriented
- Ability to work independently and collaboratively as part of a team
- Follow directions and executes a task in timely manner
- Good communication skills
- Great Customer Service
- Perform well under pressure and meet demanding deadlines

TECHNICAL SKILLS

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Dreamweaver
- Windows and Mac Platform
- Microsoft Word
- Microsoft Excel (novice)
- Power Point
- Type:40 WPM
- Basic Knowledge of HTML and CSS

WORK HISTORY

E-MARKETING ASSOCIATES

Web Graphic Designer • El Monte, CA
October 2007 to March 2011

- Website wire-framing, Website Mock-up (PSD)
- Web Graphic Design (Graphic & Layout Design Only)
- Email Newsletter Design, Html Coding and eBlast
- Holiday eCard and Stationery Design
- Helped programmer with Website Updates and Maintenance
- CMS - Content Entry, content updating

HOUSE OF GRAPHICS

Jr. Graphic Designer • Arcadia, CA

February 2007 to October 2007

- Web Graphic Design (Graphic & Layout Design Only)
- Print Design (Business Cards, Fliers, Magazine Ads, Promotional Post cards)
- HTML Email Design

METATAGGERS

Office Assistant/Jr. Graphic Designer • Pasadena, CA

May 2000 to February 2007

- Receptionist /Office Coordinator
- Web Graphic Design (Graphic & Layout Design Only)
- Data Entry
- Jill of all Trades: Processing Purchase Orders, Invoicing, Customer Service, Inventory Control

EDUCATION

MT. SIERRA COLLEGE

Monrovia, CA

Pursuing BA Degree • Media Art & Visual Effects

January 2008 – Present

THE FASHION INSTITUTE OF DESIGN AND MERCHANDISING (FIDM)

Los Angeles, CA

Associates of Arts • Graphic Design

July 1997 – June 1999

PROFESSIONAL REFERENCES

Matt Hutaff

Associate Director of Digital Communications, Scripps College

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Joshua Grieve

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Chris Woodley

Web Developer, Mark Dietch & Associates

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