

Gabriella Maya
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EXPERIENCE:

Graphic Designer

Freelance, New York, NY | July 2019 - Present

- Designed various work ranging from logos, stationery, and illustrations based on client expectations, collaboration and feedback.
- Performed photo enhancements and restoration.
- Responsibility for updating website as well as contacting clients with updates.

Graphic Design Intern

Greenwich Village Chelsea Chamber of Commerce, New York, NY | January 2019 - May 2019

- Created designs and sample layout based on the style of the Chamber such as social media posts, presentation slides, and brochures (print and digital campaigns).
- Created the 75th Anniversary Badge for the GVCCC.
- Assisted with clerical duties including (but not limited to) responding and drafting to emails and updating accounts

Clerical Office Assistant (Seasonal)

RCS Recovery Services LLC., Deerfield Beach, FL | June 2014 - August 2018

- Provided clerical support by efficiently handling a wide range of routines for both CFO and other staff when needed.
- Maintained physical files and digitized records for easy updating and retrieval by authorized team members.
- Composing emails and handling daily mail.

EDUCATION:

Touro College — Bachelor of Science: Digital Multimedia Design

New York, NY | September 2015 - June 2019

- Summa cum laude graduate
- 3.827 GPA - 4.0 MAJOR GPA
- Special Award for Excellence in Digital Multimedia Design Recipient
- Dean's List Honoree Fall 2015 - Spring 2019

ADDITIONAL SKILLS:

- Microsoft Office (Word, Powerpoint, and Excel)
- Web and tech savvy, require little to no training
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Organized, courteous demeanor, and detailed-oriented

References:

Maria Diaz - Executive Director

Greenwich Village Chelsea Chamber of Commerce | 175 Varick Street 2nd FL, New York, NY 10014

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(646)470-1773

Lillian Monaco - Chief Financial Officer

RCS Recovery Services LLC | 600 Fairway Dr. #108, Deerfield Beach, FL 33441

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