

Gabriella Maya

Motivated Graphic Artist skilled at creating letterheads, signage and other business-specific materials. Talent for translating company vision into a suite of useful graphics and related designs.

EXPERIENCE

Freelance, NY — *Graphic Designer*

JUL 2019 - PRESENT

- Designed logos, stationery, and illustrations based on client expectations, collaboration, and feedback.
- Cropped, manipulated and enhanced photos for final images.

Greenwich Village Chelsea Chamber of Commerce, NY — *Graphic Design Intern*

JAN 2019 - MAY 2019

- Created designs and sample layouts based on the style of the Chamber such as social media posts, presentation slides, and brochures.
- Created the 75th-anniversary badge for the GVCCC.
- Created design work for print and digital sales and marketing campaigns.
- Prepared images to coincide with social and blog posts.

RCS Recovery Services LLC, FL — *Clerical Office Assistant*

JUN 2017 - AUG 2017

- Delivered expert clerical support by efficiently handling a wide range of routine and special requirements.
- Maintained physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Executed record filing system to improve document organization and management.

EDUCATION

Touro College, New York — *Bachelor of Science: Digital Multimedia Design*

SEPT 2015 - JUN 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

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SKILLS

Logo creation

Microsoft Office (Word and Powerpoint)

Adobe Creative Suite (Photoshop, Illustrator, InDesign)

Brochure and newsletter formatting

Photo enhancing, manipulation, retouching

Graphic and Media Design

Administrative support

Document editing and proofreading

Adaptive team player

Organized

Courteous demeanor

Excellent multi-tasker

Detail-oriented

AWARDS

Adobe Certified Associate - Photoshop (2013)

Adobe Certified Associate - Graphic Design & Illustration Using Adobe Illustrator (2014)

Adobe Certified Associate - Dreamweaver (2015)

NOCTI: Certificate of Completion - Web Design (2015)

References

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

Maria Diaz - Executive Director

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(646)470-1773

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

Lillian Monaco - Chief Financial Officer

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