

**SELECTED EXPERIENCE****GRAPHIC DESIGNER****July 2010 to Present***Freelance » Los Angeles CA*

Composes print materials (posters, business cards, theatre programs, etc.), web graphics (banners, website images, etc.), product design (cell phone cases), presentations, & websites; perform photo edits (retouching, alterations, etc.); works within the tabletop gaming industry to create artwork, lay out maps, lay out documents, and compose print and web graphics; works with theatre artists and musicians to create print and web graphics (posters, flyers, CD cases, etc.)

**PRODUCTION SUPERVISOR****August 2017 to September 2017***Rented Mule Films, LLC » Buffalo NY*

Supervised pre-production and on-set during film shoot of "Killer Son In Law" (working title); recruited, hired, and made travel/lodging arrangements for film crew during pre-production; facilitated location scouting; administered contracts to all cast, crew, and background involved; maintained cast list, crew list, and production calendar; managed check requests, receipts, and master log of below-the-line production and preproduction expenses; maintained production books and catalogued expenses for tax-credit purposes; compiled cast and crew information for payroll; facilitated day-to-day functions and other needs as required on-set

**DESIGNER FOR THE STAGE****July 2012 to August 2016***Freelance » Various locations in CA*

Created scenic, sound, lighting, & graphic designs for a variety of theater companies; used hand-drawing skills and illustration software (Adobe Photoshop & Illustrator) to compose scenic designs, sound editing software and knowledge of music to create sound designs, and knowledge of stage lighting techniques to develop lighting designs; formulated plans and composed supporting documents to build, install, and/or otherwise implement designs to various stages and settings

**POST PRODUCTION PURCHASING COORDINATOR****April 2014 to July 2017***American Vision Windows (Home Improvement Company) » Simi Valley CA*

Assisted service department in ordering parts for window and door repair, reviewed product orders and service requests for accuracy, represented the company to provide solutions to customer issues (face-to-face and over the phone), composed print & web graphics for internal & promotional purposes

**GRAPHICS ANALYST****March 2007 to September 2012***University of California, Irvine Design & Construction Services (Educational Institution) » Irvine CA*

Composed promotional graphics (print & web); manipulated photos, renderings, & drawings to create conceptual architectural images; maintained stock photographs & fulfilled media requests; composed presentations for meetings, fundraising efforts, & awards efforts; performed administrative functions (calendar management, meeting facilitation, event coordination); composed flyers, convention collateral, signs, presentation boards, & awards proposal books/presentations

**MARKETING MANAGER****October 2005 to November 2006***East West Players (Theatre Company) » Los Angeles CA*

Implemented marketing strategies for a not-for-profit (501c3) theatre company; coordinated with multiple departments to fulfill marketing needs; composed & distributed press releases; composed graphics, authored copy, & implemented delivery of e-newsletter; worked within a budget to create marketing materials (postcards, brochures, flyers, playbills); implemented the delivery of direct mail; contacted national publications & broadcasting companies to facilitate publicity functions.

---

**EDUCATION****California State University, Northridge****August, 1994 to May, 2000****PROFESSIONAL SKILLS**

**Software Applications:** Adobe CS5 Design Standard (Photoshop, Illustrator & InDesign) • Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneNote) • Oracle Collaboration Suite • Mixcraft 6 sound editing software • overall computer and Internet proficiency (Windows & Mac OS platforms)

**Administrative Skills:** Typing (40 WPM) • Foreign Language: Pilipino (Tagalog) • Calendar management • Meeting and event coordination • Travel and lodging coordination • Excellent oral, written, and phone communication skills