

**» SELECTED BUSINESS EXPERIENCE****GRAPHICS ANALYST**

March 2007 to September 2012

University of California, Irvine » Educational Institution » Irvine CA

Composed print and web promotional graphics; manipulated photos, renderings, and drawings to create conceptual architectural images; maintained stock of campus photographs and fulfilled media requests (including cropping, resizing and retouching as needed); composed slideshow presentations for meetings, fundraising efforts, and awards efforts; taught and developed syllabi for short courses on MS Word 2003/2007 and Adobe PhotoShop CS4; worked with engineers and architects to compose construction documents and inspected documents for accuracy; assisted in administrative functions including calendar management, meeting coordination/facilitation, and event coordination (up to 200 attendees).

GRAPHIC DESIGNER

June 2010 to July 2011

RG Group » Architectural/Design Firm » Corona del Mar CA

Developed company logo; composed print graphics, illustrative project diagrams, and slideshow presentations; worked with Principal Architect to lay out graphics- and text-intensive proposal books (up to 130 pages) for various construction projects; managed online workflow, production schedule, and deliverables; acquired images as needed via assorted stock image providers.

**MARKETING MANAGER &
MARKETING ASSISTANT**

July 2006 to November 2006

October 2005 to June 2006

East West Players » Theatre Company » Los Angeles CA

Worked with Artistic Director to plan and implement marketing strategies for a not-for-profit (501c3) theatre company; coordinated with multiple departments to fulfill marketing needs; composed and distributed press releases; composed graphics, authored copy, and implemented delivery of e-newsletter; managed and designed graphics for two websites; coordinated with company graphic designer and worked within a budget to create marketing materials (postcards, brochures, flyers, playbills); implemented the delivery of direct mail to up to 10,000 households; contacted local and national publications and broadcasting companies to facilitate publicity functions; assisted in the coordination of special events (up to 800 attendees) and composed slideshow presentations for the events.

CONTRACTOR (ADMINISTRATIVE ASSISTANT & DATA ENTRY CLERK)

October 2004 to September 2005

Adecco » Employment Agency » Encino CA

Assisted in the Levies Department and Subpoenas Department of Washington Mutual, a national banking institution; used proprietary software to investigate customer account information, process levied accounts and route subpoenaed documents.

ASSISTANT STAGE MANAGER/PRODUCTION ASSISTANT

February 2002 to May 2005 (Seasonal)

Theater League » Theatre Company » Kansas City MO

Assisted with the stage management of a touring theatrical company; coordinated with multiple production departments; booked travel and lodging accommodations for company members (multiple cities for up to 60 individuals); created paperwork and documentation for various backstage procedures.

SCENIC CARPENTER/PROPERTIES MASTER

June 1999 to September 2001 (Seasonal)

Shakespeare & Company » Theatre Company » Lenox MA

Constructed scenic elements (theatrical sets) for 100- to 400-seat theatres; established field scenic workshops; shopped for and acquired scenic elements, props, and building materials; constructed props and allocated prop stock; trained high school students in various theatrical procedures.

» EDUCATION**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

August, 1994 to May, 2000

» PROFESSIONAL SKILLS

SOFTWARE APPLICATIONS: Adobe CS5 Design Standard (Photoshop, Illustrator & InDesign), AutoCAD 2010, Microsoft Office 2010 and previous (Word, Excel, Access, PowerPoint, & FrontPage), Oracle Collaboration Suite, plus overall computer proficiency (Windows & Mac OS platforms)

OFFICE & CLERICAL SKILLS: Typing (40 WPM), Data Entry (7000 KPH) • Foreign Language: Pilipino (Tagalog) • Excellent oral, written, and phone communication skills • Quick and eager learner with positive attitude