

Objective

A hardworking and enthusiastic Creative Specialist with 9 years of experience in instruction. Able to learn new tasks quickly and proficient in implementing and relaying key organizational metrics. Always ready to represent the establishment with a friendly, professional demeanor at all times.

Skills

Graphics and Multimedia.

Work Experience

Creative Specialist

ABC Corporation - January 2009 – July 2012

- Provided production art services to multiple areas in the creative business unit, including Seasonal and Everyday design studios.
- Transcribed letters, memos, reports, proposals, and other documents from handwritten copy and/or audiotape.
- Maintained employee attendance records.
- Create, design, and layout insurance-related advertising materials using multiple computer-based programs Write, proof, and edit written material.
- Designed the store layout, and the showroom of "Punto Open", a franchising financial company.
- Designed window signage, brochures, financial forms, and table-top accessories.
- Designed marketing collateral for all hospital services such as brochures, yers, and ads
Managed and designed employee monthly newsletter and others.

Creative Specialist

Delta Corporation - 2006 – 2009

- Provided production art services to multiple areas in the creative business unit, including Seasonal and Everyday design studios.
- Transcribed letters, memos, reports, proposals, and other documents from handwritten copy and/or audiotape.
- Maintained employee attendance records.
- Create, design, and layout insurance-related advertising materials using multiple computer-based programs Write, proof, and edit written material.
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Education

Certificate of Completion - (Corporate Security Academy)