



DUARTE

Graphic Designer



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EDUCATION:

**Bachelor of Science
Degree in Graphic Design**

Woodbury University
Burbank, CA

SKILLS:

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Premiere
- Adobe Acrobat
- Microsoft Word
- Microsoft Powerpoint

WORK EXPERIENCE:

GRAPHIC DESIGNER

US Merchants - Beverly Hills, CA

August 2021 - Present

Design and production of packaging for wholesale companies. Produce die lines, digital ads, brochures, catalogs, newsletters, logos, manuals, web assets, videos, pallet displays, labels, signs, illustrations and marketing material. Web updates and maintenance. Extensive retouching, color correction and photo manipulation. Programs: InDesign, Photoshop, Illustrator, Premiere Pro & Dreamweaver. Microsoft Word & Powerpoint.

GRAPHIC DESIGNER

Salsbury Industries, Inc. - Carson, CA

July 2006 - April 2020

Developed websites, catalogs, logos, posters, brochures, flyers, newsletters, booklets, binders, trade show displays, signage, slide shows, web banners, manuals, illustrations and web assets. Retouching, color correction and photo manipulation. Supervised press checks. Programs: InDesign, Photoshop, Illustrator & Premier Pro. Microsoft Word & Powerpoint.

GRAPHIC DESIGNER

Coldwell Banker Corporate - Los Angeles, CA

November 2000 - July 2006

Design and production of corporate brochures, flyers, web assets, postcards and newsletters. Retouching, color correction and editing of photos for a major real estate company. Worked collaboratively with agents and managers under tight deadlines. Programs: QuarkXPress, InDesign, Photoshop & Illustrator.

GRAPHIC DESIGNER

Creative Response, Inc. - Glendale, CA

June 1999 - May 2000

Design of corporate logos, travel brochures, t-shirts, posters, web graphics, booklets, business cards, newsletters, annual reports, and advertising. Worked directly with the creative director as part of the company's design team. Managed multiple projects and worked to meet deadlines. Preparing artwork for prepress and supervised press checks. Programs: QuarkXPress, Freehand, Adobe Photoshop & Adobe Illustrator. Microsoft Word & Powerpoint.

GRAPHIC DESIGNER

Ready Reproductions, Inc. - Los Angeles, CA

August 1997 - April 1999

Developed clients logos, brochures, business cards, posters, newsletters, CD covers, and booklets. Prepress, electronic file conversion, imaging functions & troubleshooting for printing company. Strong involvement in the print and digital production process. Programs: QuarkXPress, Photoshop, Illustrator & Word.