

# Theresa Garcia

Cypress, CA 90630 • [Tmgarcia02@gmail.com](mailto:Tmgarcia02@gmail.com) •  
<http://www.clairavox.com>

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## Personal Skills:

- Visual communicator
- Graphic designer
- Art director
- Photographer
- Problem solver
- Idea generator
- Detail investigator
- Team player
- Drive worker
- Client's schmoozer
- Life lover
- Avid reader
- Idea instigator
- Discussion starter
- Natural leader

## Computer Skills:

- **Adobe Master Suite Programs: Illustrator, Photoshop, Dreamweaver, Muse, Flash, Premier Pro, After Effects, InDesign, Acrobat, and Bridge**
- **Microsoft Office: Word, Excel, PowerPoint, and Outlook**
- **Other skills: HTML, SEO, Social Networking, Brightcove, QuickBooks, shopping Cart, Volusion, Magento, Mailchimp, Constant Contact,**

## Education:

**Westwood College**  
**Graduation Date: May 2011 Bachelor's**  
**in Visual Communication**

- **Dean's List 2008 -2011**
- **President's List 2009 – 2011**

## References:

Cherie Luna  
HR for Barclay Butera  
Fountain Valley, CA  
Tel. (714) 431-1160

Sam Slater  
Vice President Barclay Butera  
Fountain Valley, CA  
Tel. (714) 431-1160

Peter Rodruiguez  
Graphics, Dinair Airbrush Makeup  
North Hollywood, CA  
Tel. (818) 309-6201

Michael Pardp  
Graphic Designer, Price Point  
Rancho Dominguez, CA  
Tel. (559) 916-2457

## Professional Experiences:

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**Barclay Butera Interiors | 17335 Mt. Wynne Circle Fountain Valley, CA - 45,000 a year March 2013 - November 2013 | Marketing/Graphic Designer**

- Social Media (Facebook, Twitter, Instagram, etc)
  - SEO and Meta tags
  - Magazine ad creation
  - Adding and removing product on web site
  - Adding photos and slide shows to web site using html and ftp
  - Web banner creation
  - Creating tri folds and other printed material for showrooms
  - Email Marketing using Content Contact
  - Creating business cards and updating branding material
  - Creating new awning design for showroom
  - Create personal photo disk for clients using Light Scribe
  - Creating PowerPoint presentations and tear sheets
  - On site photography as well as product photography.
  - Being able to do any task that is assigned to me and finish it in a respectable amount of time.
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4465 Casa Grande Cir • Cypress, CA 90630 •

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## **Dinair | 5315 Laurel Canyon Blvd, N. Hollywood, CA - 41,500 a year April 2012 - February 2013 | Marketing/Ecommerce**

- Adding New Product via Magento
- SEO and Meta tags
- Creating and managing Amazon
- Email Marketing using Mailchimp
- Marketing and Promotional Ideas
- Problem Solving for Customer Service
- Uploading videos to Brightcove
- Gift Cards
- Trouble Shooting Website
- Researching New Plug-ins and Extensions for the Website
- Directing and delegating work to graphic designers
- Reviewing print proofs.
- Preparing catalogs and other graphics for tradeshow
- Working closely with the owner on package design, promotion concepts, marketing, and anything else

## **Price Point | 1490 Walnut Pkwy, Rancho Dominguez, CA - 36,000 a year June 2011 - April 2012 | Graphic Designer**

- Web Site Banners Design
- Magazine Ads Development
- Mass Emails Creation
- Flash Banners Set-up
- Sticker Design
- Business Card design
- Social Networking
- Used Volusion Shopping Cart
- Organized Inventory Data

## **Drum Channel | 900 Del Norte Blvd, Oxnard, CA 93030 - 42,000 a year February 2010 - September 2010 | Graphic & Web Designer**

- Created Web Banners
- Made Web Changes
- Magazine Ads
- DVD Inserts
- DVD Covers
- Newsletter
- Video Editing
- Any other graphic tasks required

## **Laguna Beach Jean Co | 663 East 22nd St Los Angeles CA 90011 - 32,000 a year June 2009 - June 2010 | Graphic & Web Designer**

- Updated the website
- Maintained Shopping cart
- Video editing/photo editing
- Maintained social networking
- Created invitations
- Created line sheets for tradeshow and showroom
- Booth design for tradeshow
- Created celebrity collages
- Created license agreements
- and created new flyers
- Created PDF files