

Cecilia Robles

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Summary: Energetic, thoughtful and innovative throughout the 3 years of graphic design experience along with knowledge in marketing and some sales experience. I also have 2 years of bartending experience. Looking for a full time position in a design/marketing field.

August 2018-April 2021: Bachelors in Science and Arts with a Minor in Spanish at Northern Illinois University

August 2016-December 2018: Associate in Arts at Kishwaukee Community College

Technical Skills: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, MS Office Suite, Procreate, Clip Studio Paint, FlipaClip

Language: Fluent in Spanish and conversational Japanese

Work Experience: Graphic Designer at The UPS store, Dekalb IL (July 2019-September 2020)

- Project assistant with print jobs and house orders through InDesign and Adobe Photoshop
- Fast paced work environment
- Participated in helping customers with the type of print jobs they needed
- Analyzed and problem solved important shipments for customers

Marketing and Graphic Design Intern at Steve Hopkins Insurance Agency, Batavia IL (March 2019-July 2019)

- Enhanced marketing strategies through Excel and Microsoft Word
- Enthusiastic customer service and over the phone sales and contacting restaurant owners
- Managed social media including Instagram and Facebook
- Organized spreadsheets and added them into the database

Projects:

2019

- Leader for the graphics and social media at Steve Hopkins Agency for Farmers Insurance in Batavia, IL
- Print assistant at The UPS Store in Dekalb, IL

2018

- Attended Northern Illinois University Art Show for design
- Attended Kishwaukee Community College Art Show

Additional Work Experience:

Bistro/ Waitstaff at Oak Crest Retirement Center, Dekalb IL (August 2015-March 2019) (August 2019-current)

- Accelerated work and time management with focus on excellent customer service
- Training experience and memorization of food/drink orders for residents

