

# Kimberly Vela

## Graphic Designer

kimberlyvela.com | linkedin.com/in/kimberly-vela

### Experience

#### **Graphic Design Intern**, Blue Daring

Chicago, IL | February 2023 - September 2023

- Designed collateral according to brand guidelines for clients and internal projects
- Designed one-sheets, physical and digital ads, PPT presentations, icons and GIFs, and more for government departments, hospitals, automotive manufacturers, etc.
- Maintained file organization in project management systems after edits and updates
- Created and co-managed social media posts, including carousels, videos, and reels

#### **INK Fest Artist**, Columbia College Chicago

Chicago, IL | April 2023

- Independently designed, produced, promoted, and sold stationery at an artist alley

#### **Seasonal Customer Service Professional**, H&R Block

Glen Ellyn, IL | February 2021 - April 2021

- Organized workflow and took initiative to improve tax professionals' efficiency
- Tended to everyday receptionist duties: data entry and organization, inputting new client information, maintaining office appearance, tax season outreach, etc.

#### **Receptionist/Leadership Program and Marketing Assistant**, College of DuPage

Glen Ellyn, IL | October 2018 - December 2020

- Designed all print, social media, and other online marketing for Student Life office and Leadership Program organization
- Oversaw office and Program's events: promo, setup, attendance, event web-pages, etc.
- Guided 38% more students through Leadership Program completion by 2020

### Education

#### **Bachelor of Arts**, Graphic Design with a concentration in Web Design

Columbia College Chicago, Chicago, IL | September 2021 - May 2023

#### **Associate of Arts**

College of DuPage, Glen Ellyn, IL | August 2017 - December 2020

### Technical Skills

Adobe Creative Suite (*Acrobat, After Effects, Illustrator, InDesign, Photoshop, Premiere Pro, XD*), Microsoft Office (*Excel, Outlook, PowerPoint, Word*), Web design (*CSS, HTML, Wordpress*)

### Other Skills

Adaptable, Communication, Detail-oriented, Fast learner, Problem solver, Spanish

### References

Available upon request