

## TOOLS

Photoshop  
Illustrator  
InDesign  
After Effects  
Premiere Pro  
Lightroom  
Google Suite

## SKILLS

Hand and Digital Illustration  
Painting and Drawing  
Logo Design  
Typography  
Digital Photography  
Photo Manipulation/Retouch

## EDUCATION

Associate of Arts: Graphic Design  
Associate of Arts: Art Digital Media  
*Diablo Valley College | Pleasant Hill, CA  
2015*

Bachelor of Arts: Fine Art Studio  
*University of California at Santa Cruz  
2010*

## HIGHLIGHTS

Typesetting and Letterpress  
Internship  
*Shotwell Paper Mill and Letterpress Studio  
San Francisco, CA | Jun 2015 - Sep 2015*

Faculty Choice Award for  
Excellence in Photography  
*Art Department Faculty at  
Diablo Valley College, CA | May 2015*

## EXPERIENCE

### Minted | Oakland, CA

#### Design Partner Associate Manager

*Apr 2022 – present*

- Reporting to the Senior Manager of Design Operations, I am responsible for serving as the owner and subject matter expert for the team-wide support of Design Associate offshore partners.
- Overseeing daily operations of the teams, I'm responsible for driving and improving quality and efficiency.
- I develop and maintain related documentation as well as create and deliver training to the partner design associate teams to ensure that the teams are 100% in line with Minted's aesthetics, products and processes.

#### Design Associate Partner Supervisor

*Apr 2019 – March 2022*

- Working with three teams of highly talented design associates at three different locations in the Philippines, I created and presented design-related training plans, presentations, materials and everything in between for the design associates.
- I was also responsible for overseeing the daily operations of the teams.

#### Design Associate Partner Coordinator

*Feb 2018 – Mar 2019*

- I acted as a liaison between Minted and the design associate teams and as a brand ambassador, making sure that company design processes and aesthetics were closely followed.

#### Seasonal Training Partner Support Associate

*Sep 2017 – Feb 2018*

- I supported the training and development of the design associate team at Minted, developing material and presentations and leading trainings on Minted's products and design processes.

#### Design Service Specialist

*Oct 2017 – Jan 2018*

- As a Design Specialist I helped improve the way design-related product and process information is communicated to the Customer Service team.
- I helped the team quickly and easily discover information about design-related issues that are critical to their ability to successfully perform their jobs.
- Some specific tasks included:
  - Support Customer Service directly by answering design related questions
  - Assist with cross-functional issue resolution between Design Associate and Customer Service teams
  - Responsible for complex order proofing and quality control

#### Design Associate

*Mar 2016 – Sep 2017*

- I created thousands of print-ready proofs from templated design files using Photoshop, Illustrator and InDesign.

#### Seasonal Design Associate

*Nov 2015 – Feb 2016*

- I competitively made it through seasonal work and worked on thousands of custom suites and printed materials.