

# BRIANNA

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## CNC Factory - Graphic Design/ Online Customer Support // July 2020-January 2021

- » Curate, design and manage the CNC Factory Shopify shop. Photograph and edit product pictures. Process telephone and Online tooling orders.
- » Design product brochures and flyers and create informational documents for social media platform (Twitter, Facebook, Instagram, YouTube) campaigns.
- » Manage and edit the company's social media account content and activity.
- » Organize and update company's multi-million dollar inventory. Introduce new items and apply product codes and photos for universal accessibility.
- » Manage customer support calls. Submit and follow up technical trouble shooting tickets.
- » Prepare customer files from contact information to pre installation documents and serve as the main point of contact for all support and service. Relay product up dates and technical services to customers.
- » Market CNC Machines and new products to generate proposals from new and existing customers.

## Ruth's Chris Steak House - Anaheim Host Trainer // June 2019 - July 2020

- » Liaison between the management and host team to uphold new and existing Ruth's Chris Steak House motto and standards.
- » Responsible for To Go orders over multiple media mobile platforms.
- » Responsible for training and supervision of new hires.
- » Perform opening and closing duties that include making and confirming reservations, maintaining an organized, clean and well stocked front of house. Ensure all customer requests are met. Generate and issue end of night report.
- » Assess guest count for the night and layout employees' work schedules.

## Arrowmac, Me and My Big Ideas Production Artist // Dec. 2018 - March 2019

- » Review designs, create dielines, and format art for sticker packs and other accessories within "The Happy Planner" brand.
- » Ensure brand standards are met across image resolution, alignment, color, and layout while finalizing product files for mass production printing.

## Infosoft, Inc.to Disneyland Anaheim Graphic Designer // June 2018 - Oct. 2018

- » Collaborated with the Technical Publication team to design infographics for all Disneyland Resort attractions.
- » Developed and designed posters to highlight attraction's critical components utilizing engineering drawings, AutoCad, and photography.
- » Analyzed engineering drawings from multiple sources to identify intricate engineering components

## Coldwell Banker Alliance Realty, Graphic Designer/Marketer // Dec 2016 - Feb 2018

- » Administrated graphic design, branding, marketing, and printing services to create brochures, business cards, infographics, and multi-page handbooks.
- » Revamped the graphics department's marketing materials and social media.
- » Assisted with photo editing using Adobe Lightroom and Photoshop.
- » Provided essential I.T. support and demonstrated supportive customer service.
- » Responsible for ensuring the use of company logo complied with company standards.

## The City of La Mirada Graphic Designer // July 2014 - December 2016

- » Designed electronic and printed media using typography, layout, and color theory for posters, flyers, and newsletters for all web and social media accounts.
- » Led and developed graphic design projects for all city facilities.
- » Reviewed projects for correct city standards from start until final production.
- » Served as a liaison between the City of La Mirada and outsourced printing companies.
- » Primary photographer for La Mirada Living Magazine.

## CBS Sports, San Diego and Los Angeles Production Assistant //March 2013-Present

- » Serve as an information liaison between production team and on-air talent for NFL and NCAA basketball broadcasts.

## Education

### San Diego State University

B.A. in Graphic Design: May 2014

### Fullerton Junior College

A.A. in Arts & Humanities: May 2012

## Activities

### Bri Velarde Designs

//January 2012-Present

### Our Lady of Guadalupe

Substitute Teacher TK-8th grade

//February 2018-2019

### La Mirada City Hall

Graphic Design Intern

//December 2013-June 2014

### San Diego State University

Civil Core Public Affairs Rep

//2013-2014

## Professional Skills

### Adobe Creative Suite CS5-CC

// Photoshop, Illustrator, InDesign, Lightroom, Bridge, Acrobat

### Microsoft Office

// Word, Power Point, Excel, Outlook

## Skills

// Communication, Ability to work Under Pressure, Decision Making, Time Management, Self-motivation, Leadership, Adaptability, Teamwork, Creativity

## Equipment

// Mac, PC, Large Format Printer, Binding Machine, Canon DSLR Camera and Video, Studio Lighting, Industrial Cutting Machine

## Knowledgeable of

// AutoCAD, CSS, HTML 5, PHP, Wix, Wordpress

## Awards

### City of La Mirada

Caught in the Act of Excellence Award

// March 2016

### Ruth's Chris Steakhouse

Employee of the Month

// January 2020