

Deborah Almaraz

Education

Bachelor of Fine Arts with a specialization in Graphic Design
University of Texas Pan-American | Edinburg, TX

May 2009- Dec. 2013

Work Experience

Graphic Artist

Sept. 2019 – Jun. 2020

Gatehouse Media | McAllen, TX

Designing print and media ads for newspaper, magazines, social media and other communication materials. Created ads using Adobe Creative Suite (InDesign, Photoshop, Illustrator). Produced proofs for review by clients and make revisions based on feedback received. Review and make final changes to ensure final prints reflect clients' specifications.

Account Representative

Jan. 2018-Sept. 2019

AMP Personnel Services | McAllen, TX

Assisting with payroll, conducting pre-employment interviews, sales/marketing, registering new employees, scheduling and maintaining employee files/payroll records, answering phones, setting up appointments, and assisting marketing/technical support.

Creative Assistant

Dec. 2015 –Sept. 2017

International Museum of Art & Science | McAllen, TX

Marketing, Advertising and Photography. Designing promotional material for events such as flyers, posters, and other forms of print media as well as digital media. Writing copy for marketing and communication material, including infographics, and social media posts. Managing social media outlets such as Instagram, Facebook, Twitter, etc. Using digital advertising tactics. Managing and updating photo databases.

Third Key

Aug. 2012- Dec.2015

Icing | McAllen, TX

Customer service, daily stocking of merchandise on floor. Completing daily sales and managing bank deposits. Performing and supervising daily procedures. Monitor cash handling, opening/closing registers. Training and supporting new team members. Managing daily reports and ensure corporate and safety standards.

Sales/Trainer

Jan. 2009- Mar. 2010

Target | Mission, TX

Customer service experience, handling of merchandise, opening/closing registers, signs and item codes printing. Managing shoe department, scanning item codes onto system, and daily organizing.

Skills

Adobe Software
Microsoft Systems

Highly organized
Detail-oriented

Social Media Platforms

Bilingual

Office Equipment

Organizational / Communicational Skills

Verbal & Written Skills

Time-Management

Strategic Planning

Multi-tasker / Creative thinking

Analytical

Fast-paced environments