



# Gabriela Michel

ILLUSTRATION & GRAPHIC DESIGN

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## Education

### THE ART INSTITUTE OF PHILADELPHIA

BACHELOR OF SCIENCE IN MEDIA ARTS & ANIMATION

## Technical Skills

### ADOBE

PHOTOSHOP  
DREAMWEAVER  
FLASH  
ILLUSTRATOR  
INDESIGN

### MICROSOFT OFFICE

WORD  
EXCEL  
POWER POINT

### HTML & CSS

### MAC AND PC FORMAT

## Artistic Skills

DIGITAL IMAGE EDITING  
DIGITAL PAINT  
CLASSIC &  
DIGITAL ILLUSTRATION

## Additional Skills

BILINGUAL - SPANISH  
CUSTOMER SERVICE  
MANAGEMENT

## Experience

### FREELANCE GRAPHIC DESIGNER & ILLUSTRATOR

01/2008 - Present

- Design for various projects ranging from website design, digital images, Flash animated banners, exhibit materials, and marketing collateral to complete branding and identity overhauls
- Create layout print material such as, brochures, business cards, posters, invitations, magazine ads, restaurant menus and T-shirts
- Conceptualize and execute Logo designs for businesses
- Develop and present project proposals to clients

### ENDLESS POOLS – PURCHASER

05/2012 – Present

- Compose purchase orders for ordering of materials needed for manufacturing
- Track all orders, deliveries and ensure inventory is well stocked
- Maintain regular contact with suppliers and vendors on a daily basis
- Review and negotiate part quality and cost to best fit the company's needs
- Work closely with accounting department to validate all purchases of required materials and services
- Ensure all invoices and POs are sent to accounts payable and match as agreed

### POSTNET OF SICKLERVILLE – GRAPHIC DESIGNER

02/2011-04/2012

- Create concepts, graphics, Illustrations and layouts for local businesses that included but were not limited to, brochures, business cards, stationary, flyers and posters
- Determine size and arrangement of illustrative material and copy, font style and size for print
- Assist with production process of print, such as assembly of booklets, poster mounting, binding and cutting
- Support over the counter associates with customer service, sales, estimates, shipping and packaging