

Carol Baque

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PERSONAL SUMMARY

Young professional with almost 10 years' industry experience in Graphic Design and Management. A problem solver at heart, thrive under pressure and always ready for new challenges and opportunities. My creative and analytical qualities make a refreshing skill set. With proven experience completing up to 200 projects a month, effectively cutting costs by 20%, I will be an asset to any team. Willing To relocate.

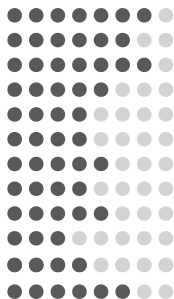
ABILITIES AND INTERESTS

- Collaborated with sales and design teams to grow revenue by 30%.
- Efficiently managed all daily operations at Bannerz Canada; improving customer satisfaction and operational development.
- Participated in recruiting and training new employees, both office associates and graphic designers.
- Well-developed leadership, organization, and decision making skills by establishing effective office procedures over time.
- Competently managed client needs, by cultivating consistency and show trustworthiness.
- Proficiency in managing cross-functional teams and multi-disciplinary projects.
- Ability to conceptualize and think visually with well-developed listening skills.
- Expert communication and interpersonal skills refined with time and experience working in a diverse multi-cultural business setting.
- Capable working alone or within a team environment.
- Ability to prioritize independently and multitask efficiently.
- Drive from start to finish. Passion to keep going balancing projects and mastering time management.
- Creative, insightful and innovative; Always open to suggestions, try something new and comfortable taken advice or criticism.
- Excellent customer service skills, order creation, design development, production timelines and quality control while meeting deadlines.
- Highly adaptable to any given situation.

TECHNICAL SKILLS

01 Computer

Microsoft Office
Adobe Photoshop
Adobe Illustrator
Adobe Indesign
Adobe Dreamweaver
Adobe XD
Adobe Premiere PRO
Adobe After Effects
HTML & CSS
3D Studio Max
Camtasia
Wordpress



02 Knowledge

Grid & Layout.
Good Typography Sense.
Color Theory Knowledge.
Image Editing.
Web Usability.
Interface Design.
Photography.
Print Design.
Coding Basics

EDUCATION

- Executive MBA Intensive - Advertising & Social Media.
Escuela de Negocios Formato Educativo. Madrid, Spain
From 2016 to 2017
- Executive MBA Intensive - Innovation & Leadership.
Escuela de Negocios Formato Educativo. Madrid, Spain
From 2016 to 2017
- Integrated Management Systems Diploma
Universidad de Cadiz. Cadiz, Spain
From 2016 to 2017
- Bachelor of Fine Arts - New Media with Distinction
University of Lethbridge. Lethbridge Alberta, Canada
From 2007 to 2010
- Infographics Technician
Instituto Grafico de Artes Digitales. Guayaquil, Ecuador
From 2005 to 2007

WORK EXPERIENCE



Operations/
Office Manager
Bannerz Canada Inc
From 2015 to 2017



Lead/Senior
Graphic Designer
Bannerz Canada Inc
From 2014 to 2015



Graphic Designer
Bannerz Canada Inc
From 2012 to 2014



Freelance Designer
2011 to Present
Mainly pro bono work
for clients outside of
Canada.



Resident Designer
Southern Alberta Art Gallery
2010

SOFT SKILLS

Leadership **EXPERT**
Communication **EXPERT**
Interpersonal Skills **EXPERT**
Time Management **ADVANCED**
Problem Solving **EXPERT**
Collaboration **EXPERT**
Critical Thinking **ADVANCED**
Decision Making **ADVANCED**
Detail Oriented **EXPERT**
Customer Service **ADVANCED**

HARD SKILLS

Lean Thinking **ADVANCED**
Customer Relationship
Management **EXPERT**
Product Management **EXPERT**
Training
Employees **EXPERT**
Supervising
Administrative Staff **ADVANCED**
Delegation **ADVANCED**

LANGUAGE SKILLS



SPANISH
Native



ENGLISH
Fluent
Speak & Write

References Available Upon Request