



SANDRA XIMENEZ

- GRAPHIC DESIGNER -



CONTACT

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SOFTWARE SKILLS

Photoshop	PowerPoint
Illustrator	Word
InDesign	Excel
Lightroom	Publisher
HMTL	Lightroom
CSS	Google Apps



EDUCATION

Sanford-Brown College Online Feb 2016
Bachelor of Fine Arts in Graphic Design



PROFILE

Graphic designer with over 7 years of experience, knowledgeable in graphic design principles with proficiency in Adobe Creative Suite programs and familiar with HTML and CSS programming. Ability to work on multiple projects, meet quick deadlines and work independently as well as in a team.



DESIGN PROJECTS

Graphical Arts Gallery & Academy: August 2015 | Branding Design
Software: Adobe Illustrator and Photoshop
Details: Identity logo, 2-column 11"x 17" brochure & calendar, 11"x 17" advertisement poster & school website design

Trendy Gorgeous Shoes E-Commerce Site: July 2015 | Website Design
Software: Adobe Muse CC
Details: Women's e-commerce interactive shopping site on 3 device platforms that include: mobile application website, desktop website & tablet device website

Jubilee Lake View Yearbook Annual Project | Information and Digital Design
Software: Adobe InDesign and Photoshop
Details: 11"x 17" booklet format using photography and visual communication design skills



WORK EXPERIENCE

Jubilee Academies School | Lake View Campus, San Antonio, Texas
- CTE Graphic Design Teacher High School 9 - 12 grade (2019 - current)

Jubilee Academies Charter | Highland Park Campus, San Antonio, Texas
- CTE Technology Application Teacher Middle School 6 - 8 grade (2016 - 2018)

GPS Energy Gas & Electric Corp, San Antonio, Texas
Admin & Data Control Clerk (2007 - 2013)
- Developed & maintained work orders for internal facilities & management services
- Proficient with the main database system (SAP) to develop weekly & annual work order & expense reports
- Coordinate & facilitate weekly safety meetings / online training courses for maintenance crews
- Communicate daily with internal & external customers effectively both verbally and in writing via emails, etc.

Publishing Services - Assistant Supervisor (1999 - 2007)
- Service and managed the Publishing Service department
- Managed and developed annual contracts such as Xerox maintenance, equipment and supplies. This includes outside print services contracts with various vendors
- Communicate with graphic designers on a weekly basis to plan and schedule upcoming printing projects
- Communicate & coordinate upcoming printing services for internal & external customers
- Operate and maintain high-speed digital printers, such as Xerox high digital printers
- Operate heavy duty offset binding equipment such as digital cutter and book stitching equipment, and other offset machines
- Communicate daily with internal and external customers effectively both verbally and in writing via emails, etc.