

THERESA RANGEL

656 Normandy Village

Nanuet, NY 10954

Home: 845-215-9166 | Cell: 845-300-2500

Email: theresarangel88@gmail.com

PROFILE AND TRANSFERABLE SKILLS

- Excellent working knowledge of the Adobe Creative Suite: Photoshop, Illustrator, Indesign and Dreamweaver with 10 years of experience in the field of graphic and web design.
- Strong organizational skills with ability to multi-task and prioritize in a fast-paced environment.
- Excellent oral abilities and interpersonal skills with coworkers and professionals.
- Good working knowledge of Microsoft Word, Excel, PowerPoint, and SharePoint Designer.

KEY ACHIEVEMENTS

KrisLetang.org, 2011 to present

Created and maintain an unofficial fan site for NHL star Kris Letang that is successful and popular nationally and internationally. Fan site works in conjunction with its own Twitter account, Facebook page, and Youtube Channel.

Girl Scouts of America, 1993 – 2006

I was a member of the Girls Scouts of Rockland County for 13 years. I received the highest achievement in Girl Scouts, the Gold Award for organizing and executing the redesign of the local council's website.

EMPLOYMENT

St. Thomas Aquinas College, Sparkill NY

Graphic Designer, September 2010 to May 2011

I created posters announcing the gallery exhibits at St. Thomas Aquinas College's Azarian-McCullough Art Gallery. Under the supervision of the curator and art director, I was given the required information that was to be used on the poster. I supervised on the printing of the posters at various printers, to insure that the posters were printed correctly. The final posters were positioned all over campus for students, faculty, and visitors to view.

St. Thomas Aquinas College, Sparkill NY

Mac Lab Assistant, September 2010 to May 2011

I monitored the usage of the Mac Lab by students. My responsibilities included providing software assistance to students, regulation of the Mac Lab by students such as appropriate usage of the printers, checking that the student had the proper credentials to use the lab, and keeping the Lab clean and ready for the next lab assistant or class.

Quilt Shop, Valley Cottage NY

Retail Sales Associate, 2007 to Present

I communicated with customers on sales, fabric selection, and future projects. I assisted with all clerical work such as filing, answering phones, placing orders, notifying customers, and multimedia projects. I created and developed in-store promotional displays and renovated the company website with my extensive knowledge of graphic design and office processing software such as Adobe Photoshop and Microsoft Excel.

EDUCATION

St. Thomas Aquinas College - Sparkill, NY

Bachelors Degree in Sciences and Graphic Design – Graduated Cum Laude – 3.6 GPA

SUNY Rockland Community College - Suffern, NY

Associates Degree in Liberal Arts and Social Sciences

REFERENCES UPON REQUEST