



EXPERIENCE

Sotoboy Design + Illustration

March 2010 - present

Creative/Partner

- + Implemented the online presence of the company using HTML and CSS
- + Responsible for setting up company's electronic infrastructure
- + Worked closely with the Design Director in implementing the look of Sotoboy
- + Designed and illustrated t-shirts, posters, and brochures

LPS National Flood

February 2005 - present

Senior Flood Researcher

- + Identified location of property under contract using specialized websites and proprietary software to determine flood damage susceptibility
- + Worked closely with county governments throughout the southern United States to obtain data relevant to property location

Soto's Bookkeeping Service

December 2009 - March 2010

Design/Business Consultant

- + Using existing brand standards, laid out company materials including statement stuffers, worksheets, customer information sheets, and appreciation cards
- + Installed server software, and updated individual workstations on the network
- + Assisted customers with tax preparation
- + Prepared tax returns

Citicards

April 2003 - February 2005

Inbound Collections Representative

- + Assisted customers with reconciling past due accounts by arranging payment programs

EDUCATION

University of Texas at Arlington

June 2006 - May 2009

- + Bachelor of Fine Arts with emphasis in Visual Communications
- + Major GPA 3.5

SKILLS

- + Proficient in Adobe Illustrator, Photoshop
- + Working knowledge of Adobe Flash, InDesign, Fireworks, Dreamweaver, Microsoft Excel, Powerpoint, Word
- + Knowledgeable in software installation, routine maintenance, hardware upgrades
- + Familiar with C++, AutoCAD, Adobe Premiere, Soundbooth
- + Fluent in Spanish