

ANALAURA FUENTES

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EDUCATION

University of Texas at El Paso El Paso, Texas

- B.A. in Media Advertising and Communication
Graphic Design Minor
- Overall GPA: 3.68/4.0
- Honors and affiliations:
Cum Laude
Dean's List Fall 2011-Fall 2015
National Society of Collegiate Scholars
UTEP Student AdFed
- Graduation date: May 2016

- B.A. in Graphic Design
- Expected graduation date: May 2017

SKILLS

Languages

- Spanish (native)
- English (fluent)
- Portuguese (conversational)
- French (beginner)

Professional Skills

Adobe Ai	● ● ● ● ● ● ● ○
Adobe Ps	● ● ● ● ● ● ● ○
Adobe Id	● ● ● ● ● ● ○ ○
Adobe Lr	● ● ● ● ● ○ ○ ○
Adobe Dw	● ● ● ● ● ● ● ○
MS Office	● ● ● ● ●
iLife	● ● ● ● ●
Photography	● ● ● ○ ○
Illustration	● ● ● ● ○

* References available upon request

** Volunteer experience

EXPERIENCE

Office of Marketing & Communication* of The University of Texas at El Paso El Paso, Texas

06/16 - Present

Graphic Designer

- Create graphics, and marketing material for university purposes (logos, posters, flyers, brochures, agendas, stand-up banners, a-frames, etc.)
- Assist division of 30+ departments with communication and marketing goals.
- Develop briefs and communicate effectively with departments to ensure requirements and goals are met.
- Work as part of a team with marketing directors, other designers, printers, copywriters, and web developers.
- Multitask with different projects and meet deadlines.
- Present ideas, proofs, mockups, and finalized product to departments.
- Create digital and physical prototypes and mockups.
- Set files to be ready for print in a different variety of formats.
- Participate in production process such as printing and putting together materials for events (a-frames, stand-up banners, posters, different signage.)
- Assist with file management and organization both physical and digital.
- Keep track of printing production materials (paper and ink) and costs of production.
- Assist with maintenance of office facilities, computers, and printers.

University of Texas at El Paso* El Paso, Texas

01/15 - Present

Computer Lab Assistant-Department of Communication

- Edit and oversee the graphics for weekly tv show Miner Sports Weekly.
- Create prototypes, graphic design, and content layout.
- Assist faculty and students with the use of lab facilities (space, computers, printer, and projector).
- Assist students with the use of advanced computer software such as Adobe CC.
- Assist students with the use of basic computer software such as MS Office and iLife.
- Assist with maintenance of computers and overall presentation of lab facilities.
- Ensure an appropriate atmosphere for students.
- Provide students with rental video equipment such as cameras, microphones, tripods, adapters, lenses, batteries, and cables.

Centro Familiar Olivo ** Ciudad Juarez, Chihuahua

06/15 - Present

- Photographer for weekly services and special events with purpose to use photos on church's on social media and webpage.

01/13 - 01/14

- Created prototypes, graphic design, and content layout for different events and areas.
- Worked with creative team to ensure visual and creative goals.
- Designed and prepared presentational space such as stage, auditorium, and greenrooms.

The University of Texas at El Paso El Paso, Texas

01/14 - 05/15

Note Taker/CASS

- Took notes in lectures for students with disabilities.
- Facilitated communication between instructor and disabled student.
- Facilitated communication between disabled student and classmates.
- Responded to students' preferences regarding structure/details and style of notes.
- Closely communicated with CASS administration with respect to student's activities.