

to whom it may concern.

I am contacting you regarding the position in your company. I believe I have the necessary experience and skills for the position available.

I have over 25 years of experience in graphic design, print design, brand design, etc. Highly motivated and team-oriented, I speak (English, French, Spanish).

I am very adept at working with the latest Adobe Creative Suite programs (Photoshop, InDesign, Illustrator, Dreamweaver, Wordpress, etc.) and creating products in a wide variety of formats. An experienced team player, always open to criticism and helping others with their projects.

I would just like the opportunity to demonstrate my ability, without any commitment, I know I will be good access for your business, I am a problem solver and an excellent team player

I have a lot of experience designing for printers, newspapers, magazines, promotional flyers, ad agencies, social media, mass emails, etc. This allowed me to create a fast and efficient design system. I learned that the key to good design is communicating with the client, listening and designing for them, which allows me to deliver a satisfactory product.

Attached to this letter is my resume which includes my work experience and formal education.

Do not hesitate to contact me.

Sincerely,

Carlos Ozuna
Graphic Designer

Summary of Skills

Graphic designer with more than 25 years of experience in print-design, branding, etc. Highly motivated, I speak (English, French & Spanish).

I am very adept at working with the latest editions of the Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.) And creating products in a wide variety of formats. An experienced team player, always open to constructive criticism and helping others with their projects.

My experience in design for print, newspapers and advertising agencies has allowed me to create an efficient design system. I have learned that communication is key when creating and delivering a product for customer satisfaction.

Education

Rosemount Technology Center

Computer Graphic (2023)

Altos de Chavon School of Design

Graphic Design (1997)

Universidad Autonoma Santo Domingo

Associate's Degree in Marketing (1996)

Universidad Catolica Santo Domingo

Bachelor's Degree in Advertising (1994)

Lynda.com

Dreamweaver

HTML

CSS

Wordpress

Skills

Programs Skills :

- Adobe Photoshop 2023
- Adobe Illustrator 2023
- Adobe InDesign 2023
- Adobe Acrobat
- Adobe Dreamweaver 2023
- QuarkXpress
- Google Docs
- Google Sheets
- Microsoft Office
- Microsoft Excel
- Apple Computer Environment
- Contact Constant E-mail Blast
- Wordpress/CMS
- HTML & CSS
- cPanel (Web Server Admin)
- Web Hosting Admin
- Google E-mail Admin
- Google Domain Admin
- GoDaddy Domain Admin
- Google Analytics
- FileZilla
- Digital Signage

Professional Experience

2023/Present | EvangelistaSports

Position: Graphic Design / Web Design

Creating WooCommerce websites, sublimations, labels, packaging. ect. Working on Mac base computer, Adobe Cloud and Wordpress..

2015/Present | LB Graph-X & Printing (Long Island, NY)

Position: Freelance Graphic Design

During the last few years, I have been working for myself at cozuna.com. At the same time, I have been working remotely as a freelance designer for LB Graph-X & Printing; dealing with clients within the USA and the Dominican Republic.

Communicating with clients to follow up on their jobs and ensuring the job is exactly what they asked for.

2011/2015 | Voxus Communications, (Clifton, New Jersey)

Position: Brand-Art Director / Marketing

Responsible for a design team creating branding and art work for the company's calling cards, posters, postcards, stickers, banners, signage, on-line marketing products, as well as creation of TV commercials, Internet radio, Facebook and other social media channels. Working directly with clients and distributors to create and finalize their designs and send them to production after being approved.

2006/2011 | Millennium Telecard, (Clifton, New Jersey)

Position: Art Director / Marketing / Production

Working directly with clients and distributors, ensuring that their products are printed on time and with the best quality on the market, responsible for the design department, also managing two graphic designers and ensuring all designs meet client requirements.

Responsible for a graphic design department, creating campaigns for product branding, calling cards, posters, postcards, stickers, banners, signage and on-line marketing products. Applying serious attention-to-detail when ensuring each calling card had the individual PIN and DID before going to print.

Also created TV commercials, Internet radio commercials, and content for Facebook and other social media channels. Also served as a production manager, responsible for traffic between printing companies.

Managed in-house digital printing using Sharp MX series, including equipment maintenance. Also provided IT support to Apple computers, including installing memory, software and managing company email. Maintained company website and used Google Analytics to track traffic.

2005/2006 | Rubie's Costume, (Jamaica, New York)

Position: Senior Graphic Designer

Designing costume packaging for make-up, wigs, masks, hats, prosthetics, and accessories.

2002/2005 | Allstate Printing, (Clifton, New Jersey)

Position: Art Director / Lead Design

Art director in the design department with five designers under my command, ensuring designs are up to the mark of the company, helping designers with ideas and hands on work and ensuring jobs meet their deadlines.

Designing posters, post cards, phone cards, folders and all type of printing materials. Working side-by-side with clients and companies, also responsible for the design department. Making sure all designers manage their time and finalize all assignments diligently.

1999/2002 | Lino Press, (New York, New York)

Position: Senior Graphic Designer

Designing promotional items, flyer's, posters, file outputting, sending direct to plate and Xerox DocuColor digital printing. Design for offset and digital printing.

1995/1998 | Marquillas Tejidas Dominicanas, (Santo Domingo, Rep. Dom.)

Position: Graphic Designer

Responsible for the graphic art department and designing woven labels & tags for companies like Levi's, Liz Claiborne, Gap, Dockers, etc.

