

Dear Hiring Manager's Name or "Hiring Team,

I hope this message finds you well. I am writing to express my interest in the [Position Title] at your company. With over 25 years of experience in graphic design, print design, and branding, I am confident that my skills and expertise align well with the needs of your team.

Throughout my career, I have developed proficiency in a wide range of design tools, including Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver), WordPress, and various other design programs. My background includes extensive work with print media, digital content, promotional materials, and social media graphics. This experience has equipped me with the ability to design across multiple formats and deliver high-quality work under tight deadlines.

In addition to my technical skills, I am a highly motivated, team-oriented professional. I am fluent in English, French, and Spanish, which allows me to collaborate effectively in diverse environments. I take pride in being open to constructive feedback, supporting colleagues, and adapting to evolving project needs. I believe that strong communication with clients is the key to creating designs that truly meet their vision, and I strive to deliver work that exceeds expectations.

I would be grateful for the opportunity to discuss how my skills can contribute to your team. Attached is my resume, which provides further details about my qualifications and work history. Please feel free to contact me if you would like to learn more.

Thank you for your time and consideration. I look forward to the possibility of working with you.

Sincerely,

Carlos Ozuna
(438) 393-9465

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

Altos de Chavon School of Design
Graphic Design

Universidad Autonoma Santo Domingo
Associate's Degree in Marketing

Universidad Catolica Santo Domingo
Bachelor's Degree in Advertising

Lynda.com
Dreamweaver
HTML
CSS
Wordpress

Skills

Programs Skills :

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat
- Adobe Dreamweaver
- Adobe After Effects (basic)
- 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
- Domain Admin
- GoDaddy Domain Admin
- Google Analytics
- FileZilla
- Digital Signage

Professional Experience

2023/Nov. 2024 | Sannico Sports
Position: Graphic Design / Web Design

Creator of the entire identity of their brand Primo Sports, from concept to realization, for example re-design of their logo, design of box for sports shoes, design of the labels and packaging for shirts and jerseys, socks, goalkeeper gloves, soccer balls, helping in the creation and design of their brand of soccer shoes, sports pants, shorts and long pants and their respective packaging

I am also the person who administers the hosting server, who creates and manages the websites for the different soccer clubs using the Wordpress platform, responsible for purchasing and assigning the barcodes for new and old products.

Communicating with clients for the creation of websites and creation of mockups based on the products offered by the company, etc.

I am also responsible for the administration of digital screens or digital signage, creating digital stills and videos based on After Effects templates and changing and updating their content via the Internet in the different stores that the company has and much more...

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.

1993/1995 | Listin Diario Newspaper, (Santo Domingo, Rep. Dom.)
Position: Graphic Designer

Responsible for design the front page for the sport section.

