

melaina k. oliveras

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Versatile individual capable of time management in a fast paced environment, eager to contribute to a creative team. Brings problem solving, flexibility, and initiative to the table after 5+ years in a demanding atmosphere.

experience

office manager / graphic designer

Stone House Nursery | oct 2016 - july 2022

- Responsible for building and managing the company website
- Created marketing emails
- Led in social media postings
- Designed live seasonal products for resale
- Designed and drew chalkboard sales

Other responsibilities included:

- Inventory organization and management
- Worked as a buyer to purchase products for resale
- Operated store register system, management of store staff and scheduling

skills

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Wix Web Design
- MS Excel
- MS Word
- MS Powerpoint
- Customer Relations
- Time Management

graphic design student intern

Ramapo College | jan 2017 - may 2017

- Designed posters to promote campus events
- Designed and printed publishing materials
- Produced and edited informational booklets

graphic design intern

PR Revolution | may 2016 - aug 2016

- Designed social media graphics
- Worked with design team to complete projects
- Utilized Wordpress to design websites
- Designed marketing/PR graphics
- Revised business card designs
- Managed time through multiple design projects to meet deadlines

education

ramapo college of new jersey

sept 2013 - may 2017

Bachelor of Arts

Design and Visual Communications

· *references available upon request*