

Christopher Navarrete

2940 West 31st ST
Brooklyn, NY 11224
(718) 946-8321
Navarretechris22@yahoo.com
<https://openlab.citytech.cuny.edu/cnavarrete-eportfolio/>

Technical writer and communication designer devoted to creating visually appealing attention-grabbing documents that effectively convey pertinent information

Education

New York City College of Technology (City Tech)

Brooklyn, NY

Fall 2014-present; expected graduation: June 2019

- Bachelor of Science in Professional and Technical Writing with a specialization in Communication Design

Work Experience

Art Director, Contributing Editor

City Tech Honors Scholars Program publication, Brooklyn, NY

Fall 2017-present

- Formerly graphic designer, promoted to art director
- Decides on final art and articles used
- Edits and writes in Microsoft Word
- Designs layouts in Adobe InDesign
- Creates multiple layout templates
- Manipulates and creates graphic images and photography in Adobe Photoshop
- Contacts students via email on Office 365 and gives helpful writing feedback
- Works closely with founding and managing editor to improve newsletter

Information Architect

City Tech, Brooklyn, NY

Fall 2017

- Constructed Kabul University Counseling Department website sitemap in Microsoft Excel
- Designed task model and content requirement documents
- Created three different quick reference guides and performed usability tests

Highlights

- Knowledgeable in Microsoft Word, Excel, Powerpoint
- Proficient in Adobe Photoshop, InDesign, Illustrator
- Fluent in English and Spanish
- Adaptable to difficult situations
- Performs well under time constraints
- Supports others with helpful and friendly feedback
- Attention to detail