

## **DOMINIQUE BUFFALOE**

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### **Professional Experience:**

#### **Cuny Cultural Corps**

Digital Design & Marketing Intern | August 2019 – Present | New York, NY

- Provided administrative assistance in the following areas: fundraising, event planning, media research, data entry, donor management, sales and marketing management, social media production, grant writing, and other clerical duties.

#### **New Tech Times**

Digital Designer | September 2018 – December 2019 | New York, NY

- Created visual graphics, concepts, illustrations, and design iterations for projects on a strict deadline.
- Managed the development and production of digital and print products such as, but not limited to, magazines, newspapers, advertisements, websites, brochures, posters, logos and business cards.

#### **Ecological Solutions**

Marketing & Design Intern | June 2019 – August 2019 | Brooklyn, NY

- Responsible for translating marketing objectives into creative strategies, providing creative services in branding, copywriting, social media, animation, product design, digital marketing, media production, user experience design and advertising.

#### **CVS/Pharmacy**

Overnight Manager | May 2016 – April 2018 | New Rochelle, NY

- Ensured the company's ongoing success and achievements of operational procedures, including all aspects of customer service, cash handling, visual merchandising, inventory, and exceeding the store's driven objectives in performance targets and sales to maximize revenue and business results.

#### **Bronx Community College**

Graphic Designer | January 2015 – December 2015 | Bronx, NY

- Collaborated with multiple graphic designers to produce work in digital, print, and web design.
  - Prepared functional templates and prototypes using basic knowledge of HTML, CSS, and JavaScript.
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### **Education**

New York City College of Technology.

Bachelor's Degree in Communication Design.

Expected Graduation: Spring 2020.

Monroe College.

Bachelor's Degree in Hospitality Management.

### **Technical Skills**

Photoshop, Indesign, Illustrator, Dreamweaver, Microsoft Word, Excel, PowerPoint.

Wordpress, Quickbooks, MailChimp, Canva, Salesforce, Slack.

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