

# KRYSTAL DE SOUZA

GRAPHIC DESIGNER IN NYC

## EDUCATION

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### 2015 - PRESENT

B.F.A., COMM. DESIGN  
NYC COLLEGE OF TECHNOLOGY, NY

### 2004- 2009

B.S., FORENSIC SCIENCE  
JOHN JAY COLLEGE OF CRIMINAL JUSTICE, NY

## SKILLS

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Illustrator  
Photoshop  
InDesign  
Lightroom  
Adobe Acrobat  
Photography

Word  
Excel  
PowerPoint  
Outlook

Squarespace  
Wx

## EXPERIENCE

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### 2019 - PRESENT

OUTFRONT MEDIA  
**DIGITAL CONTENT SCHEDULER**

Program digital displays using a wide array of software applications and platforms; Format creative files using Adobe Suite products; Database entry tasks; Assist in special projects assigned by management; Follow complex instructions through to completion with minimal supervision.

### 2019 - 2015

OUTFRONT MEDIA  
**CHARTING MANAGER**

Assisted all AE's and Sales Managers with their accounts as it related to charting and securing new business deals. Maintained, updated, and showed leadership proficiency in all Charting programs and, trained charters as it pertains to transit (specifically subway media). Coordinanted all charting and mapping functions via IMS/Mapfind/Googlemaps. Maintained an open line of communication with operations from start to finish and discussed any issues to remedy situations.

### 2009 - 2015

OUTFRONT MEDIA (FORMERLY CBS OUTDOOR)  
**SALES COORDINATOR**

Assisted a team of National Account Executives to meet and exceed revenue goals; Liaisoned with clients to ensure all requests were fulfilled, while also monitoring and managing their campaigns, and provided proof of performance reports; Assisted with daily planning functions such as creating/preparing advertising proposals (RFP's), advertising agreements, internal work orders, posting instructions, and provided necessary marketing materials to prospective clients.

## REFERENCES

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Available upon request