

Luis Ortega

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Objective:

Aspiring production coordinator seeking a level position in a design/production department. A team worker, hard working, and dedicated professional who wants to meet the challenges posed in the industry and contribute towards the growth of the organization along with self-motivation.

Education:

New York City College of Technology

Brooklyn, NY

Bachelor of Technology Degree in Graphic Arts Production Management

(expected 2013)

Professional Experience:

Women's Press Collective,

Brooklyn, NY

Production Coordinator/Graphic Designer

May 2013 – Aug 2013

- *Worked and collaborated with staff while organizing workflow to meet deadlines.*
 - *Developed stronger communication skills by interacting with members and non-members of a large variation of cultures.*
 - *Showed effective teamwork and leadership.*
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Qualification & Skills:

- Knowledge of CMYK Printing and Color Theory.
- Strong attention to details & communication skills.
- Able to comprehend and adapt to change around work environment.
- Able to track and manage production to make sure deadlines are met.

Adobe:

Photoshop CS6, Illustrator CS6, Indesign CS6, Bridge CS6, Acrobat CS6, Premiere CS6, Lightroom CS6, Dreamweaver CS6

Microsoft:

Word, Excel, PowerPoint, Access, and Publisher

Other Skills:

RFPs, Proposals, Spreadsheets, Variable Data Printing, Digital Imaging, Retouching, using Digital SLRs Camcorder, Scanners, Mac or PC

Extra Curricular Activity:

Member of the Graphic Communication Honor society, Gamma Epsilon Tau

Languages:

English: native language

Spanish: conversational proficiency

Reference:

References to be furnished upon requests.