

# ENMANUEL MEJIA

GRAPHIC DESIGNER

Cell: (718) 213-3752

E-mail: enmanuelmejiab@gmail.com

Portfolio: www.enmanuelmejia.com

## OBJECTIVE

To secure a position as a graphic designer that provides professional advancement opportunities.

## EXPERIENCE

9/2022 – present

### CITI

#### Presentation Technology Team - North America

New York, NY 10019

#### Presentation Graphics Specialist

- Support the North American Pres Tech team with producing various marketing materials such as covers and template designs to enhance clients' presentations that preserve Citi's global branding style guidelines.
- Create compelling designs for presentations for multinational companies such as British Aerospace (BAE) Systems, POSCO Korea, Fluent Commerce, Alpha Trains, PYREG GmbH and EiDF Solar Energy in Europe, among others.
- Work on multiple presentation graphic projects for different locations of Citi worldwide, including Citi's hubs in London, Hong Kong, Mumbai, Seoul, etc.
- Assist with producing creative PowerPoint presentations and use Photoshop and Illustrator to offer conceptual and visual solutions to enhance clients' materials.
- Effectively drive multiple projects from concept through completion in a fast-paced environment under tight deadlines.
- Collaborate with other designers and stakeholders to ensure the timely completion of projects assigned in the e-tracker global queue.
- Conduct quality control to ensure that all materials produced align with Citi's global branding standards.
- Complete administrative tasks for accurate work billing and job tracking purposes.

10/2021 – 9/2022

### CUNY CITIZENSHIP NOW!

#### Communications Department

New York, NY 10019

#### Graphic Designer/Publications Assistant

- Designed and formatted print and digital materials, including brochures, reports, newsletters, social media posts, posters, graphics, charts, flyers, booklets, handouts, presentations, signs, giveaways, banners, videos, motion graphics, and training materials.
- Supported the creation and continuous update of a collection of legal office documents used to provide services to immigrants, including forms, intake sheets, fact sheets, screening tools, and checklists.
- Helped create social media campaigns, including writing copy, scheduling posts, monitoring and analyzing performance, and recommending improvement.
- Managed Citizenship Now's website content using WordPress and published social media campaigns on Facebook, Instagram, and Twitter using Hootsuite.
- Attended events and performed tasks such as setting up a Communications station, live social media posting, and taking photographs for participants and sponsors such as New York Senators, Assembly Members, and Council Members.
- Provided administrative support for vendor management, including contacting vendors to request quotes, generating POs, following up on invoice payments, and monitoring projects through completion, ensuring that jobs were delivered and published on time.

9/2013 – 11/2021

**CUNY QUEENSBOROUGH COMMUNITY COLLEGE**

**Office of Marketing and Communications**

Bayside, NY 11364

**Graphic Designer**

- Assisted the Director of Creative Services in developing and maintaining the visual identity of the Queensborough Community College brand to the college community and the media.
- Conceptualized and designed creative printed and web-based graphic and educational material to support communications and marketing campaigns for college programs and administrative and academic departments.
- Participated in the development of original designs or adaptations of conceptual frameworks, data visualizations, infographics, logos, brochures, invitations, flyers, signs, presentations, office documents, web assets, email templates, informational campaigns for college website and social media ads: Facebook, Instagram, and Twitter.
- Created, designed, and typeset ADA-compliant layouts for time-sensitive digital informational materials, such as academic master plans, catalogs, brochures, flyers, booklets, handouts, presentations, emails, graduation programs, and posters.

**EDUCATION**

6/2019 – 6/2021

**SUNY Empire State College**

Old Westbury, New York

**Major: B.A. Graphic Design**

Institutional Honors: Magna Cum Laude

8/2013 – 5/2017

**CUNY Queensborough Community College**

Bayside, New York

**Major: A.A.S. Digital Art and Design**

Institutional Honors: Phi Theta Kappa Honor Society

**CERTIFICATES**

9/2021 – present

**NYU Tisch School of the Arts**

**Film and TV Industry Essentials**

7/2022

**University of the Arts London - Chelsea College of Arts**

**Art Direction**

1/2022 – 3/2022

**Hootsuite Academy**

**Social Marketing Certification**

Credential ID 48423576

**SOFTWARE SKILLS**

- Expert knowledge and work experience in Adobe CC: Illustrator, InDesign, Photoshop, Lightroom, and Acrobat. Experience in Premiere, Animate, After Effects, and Rush.
- Proficient in Mac and Microsoft Office applications: Word, Excel, and Outlook.
- Advanced knowledge and work experience in PowerPoint.
- Proficient in WordPress, Hootsuite, and Davinci Resolve (video editing software).
- Experience in web design using Wix website builder.

**LANGUAGES**

Fluent in English and Spanish.