

# MEGAN MALDONADO

GRAPHIC DESIGNER

## Work Experience

### Beck's Furniture

AUG 2020 | MAR 2021

Floor Coordinator/IST

- Managing showroom floor by generating Inner Store Transfers (IST's) to bring new product onto the floor for sale.
- Directing and managing staff to enhance visual marketing displays of product to fit the flow of the showroom floor.
- Compile, analyze and distribute inventory, product information and reports about merchandise flows.
- Collaborate with cross-functioning departments to research inventory discrepancies.

### Arnold's For Awards

AUG 2018 | MAR 2020

Graphic Designer

- Created unique design layouts in a timely manner while also handling multiple work orders under a strict deadline.
- Ability to come up with a creative working solution with layout design, such as typography, hierarchy and pattern.
- Produce innovative designs and suggestions for clients.
- Knowledge on how to work a Trotec Speedy 300 Laser Printer.

### Lyon Real Estate

DEC 2013 | AUG 2019

Receptionist

- Designed an abundance of open house flyers for agents.
- Generated marketing cards for new and recently sold properties.
- Evaluated final layouts and recommended improvements as necessary on a regular basis.
- Created custom business cards for Lyon Real Estate Agents.
- Provided assistance to staff in regards towards layout design.

### California Energy Commission

AUG 2017 | AUG 2018

Graphic Design Internship

- Accommodated each department of California Energy Commission in creating logos, flyers, booklets, brochures, posters and graphics for their website.
- Weekly meetings as a group to present progress of projects each intern is working on and give helpful critique to improve designs and further strengths.

## Education

### California State University, Sacramento

AUG 2015 | MAY 2018

Bachelor of Science in Graphic Design Degree

## CONTACT

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## Capabilities

Professional

Team Player

Organized

Artistic

Fast Learner

Time Management

Motivated

Positive

Dependable

Energetic

Multi-tasker

Attention to Detail

Interpersonal

## Expertise

Adobe:

Illustrator - Advanced

InDesign - Advanced

Photoshop - Intermediate

After Effects - Beginner

Dreamweaver - Beginner

Microsoft:

Publisher - Advanced

Word - Advanced

Power-point - Advanced

Excel - Intermediate

Corel:

Draw - Advanced

Paint - Intermediate

## Reference List

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### Carly Webster

Assistant Manager of Food and Beverage  
Red Hawk Casino  
1 Red Hawk Parkway  
Placerville, CA 95667

### Brian Frazier

Managing Broker / Office Manager  
Lyon Real Estate  
3900 Park Drive  
El Dorado Hills, CA 95762

### Damone Williams

Vice President of Sales and Merchandising  
Beck's Furniture  
11840 Folsom Blvd  
Rancho Cordova, CA 95742

## Contact

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