



PATRICIA PEÑA

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www.consultinggraphics.net

QUALIFICATIONS PROFILE

Exceptional collaborative and interpersonal skills
Dynamic team player with well-developed written and verbal communication abilities.
Highly skilled in client and vendor relations and negotiations
Talented at building and maintaining "win-win" partnerships
Passionate and inventive creator of innovative marketing strategies and campaigns
Performing in deadline-driven environments with an emphasis on working within budget requirements

Creative experience in the following;

PRINT

- Layout & Design Booklets, Ads, Brochures & Newsletters
- Logos, Business Cards & Postcards
- Flyers, Posters & Banners
- Stationery & PowerPoint Presentations
- Trade Shows Displays & T-shirt designs

PHOTOGRAPHY

- Digital Photography
- Store photos in High Resolution for media & Low Resolution for web on computer
- Retouching

PROFESSIONAL EXPERIENCE

DBA CONSULTING GRAPHICS

I manage and coordinate graphic projects from concept through completion. Work closely with clients to create vision, conceive designs, and consistently meet deadlines and requirements. Photograph settings for ads, flyers, business cards, postcards, etc.

HCCS – ADJUNCT INSTRUCTOR

Part-time instructor for Houston Community College. Teaching Indesign and Basic Graphic Design to freshman and sophomore students.

LOWE'S – PLUMBING PRO

Responsible for upholding the knowledge of a plumbing professional by providing superior customer service, achieving sales budgets in assigned area and merchandise maintenance.

ART DIRECTOR CORPORATE COMMUNICATIONS

– CenterPoint Energy, Houston, TX I effectively built, motivated, and directed design and production team. I coordinated freelance designers, consultants, and vendors to meet all project requirements. Created and conducted highly persuasive sales and marketing presentations.

GRAPHIC DESIGNER – CenterPoint Energy, Houston, TX

I successfully translated subject matter into concrete design for newsletters, promotional materials and sales collateral. Created design theme and graphics for marketing and sales presentations. I participated in a team effort to produce the corporate phone directory, policy handbook and benefits handbook for employees.

PROJECT MANAGER – CenterPoint Energy, Houston, TX

I successfully interacted with clients and designers in creating timelines and getting quotes from outside printers and vendors for a more cost effective and quality product.

EDUCATIONAL BACKGROUND

A.A. COMMERCIAL ART– Art Institute of Houston, Houston, Texas

A.A. APPLIED ARTS – Galveston Community College, Galveston Texas

TECHNICAL PROFICIENCY

PC SOFTWARE: PageMaker, Quark, Adobe Creative Cloud Suite, Adobe Acrobat, Freehand, PowerPoint, Word, Excel, Outlook

MAC SOFTWARE: PageMaker, Quark, Adobe Creative Cloud Suite, Adobe Acrobat, Freehand, PowerPoint, Word, Excel, Outlook

Classes/Seminars Taken 2006-2008

Web Page Authoring I & II, Web Page Design, Grant Writing, Flash, Front Page, Dreamweaver

PROFESSIONAL ACCOMPLISHMENTS**BOARD MEMBER OF RESOURCE AND CRISIS CENTER OF GALVESTON COUNTY**

Recently elected as a board member for the Resource and Crisis Center of Galveston Texas. I redesign logo and presently the chairperson of the committee to market the new logo to Galveston County.

PUBLIC SERVICE AWARD FROM HOUSTON POLICE DEPARTMENT

Created and designed a victim's referral card. Resourced and found a printing company to donate the paper and printing of the victim referral cards, which saved money and met the guidelines of the Texas Victim Compensation Act.

ESTABLISHED THE WOMEN'S ADVISORY BOARD FOR THE HOUSTON POLICE DEPARTMENT AND WAS ELECTED PRESIDENT OF THE BOARD.

With the help of the Houston Police Department's Family Violence Unit and the DA's Crime Victim's Assistance Unit, helped established a board to have women of different organizations discuss problems and concerns with HPD interactions with the community.