



CARMELITA
JALAPA

CONTACT ME

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WWW.CJALAPA.COM

SKILLS

SOFTWARE:

Adobe Illustrator
Adobe InDesign
Adobe Photoshop
Adobe After Effects
Adobe Edge Code
Microsoft Word
Microsoft PowerPoint
Microsoft Excel
Microsoft Outlook

DESIGN SKILLS

Digital Illustration
Freehand Illustration
Typography
Logo Design
Layout
Packaging
Hand-Drawn Lettering
Fine Arts
Pin Design
Social Media Coordinating

LANGUAGES:

English — Fluent
Spanish — Proficient
German — Elementary

EDUCATION

THE ART INSTITUTE OF DALLAS DECEMBER 2016
BACHELOR OF FINE ARTS IN GRAPHIC DESIGN
GPA: 3.8

EXPERIENCE

AXA DESIGNS | DALLAS, TX

GRAPHIC DESIGN INTERN | JULY 2016 - SEPTEMBER 2016

- Responsible for creating appropriate labels and tags for custom made garments using Adobe Illustrator and Adobe InDesign.
- Assisted in coordinating a social media plan by analyzing the target demographic.
- Created and maintained files that were updated and regularly used by the company. This ensured the files would not have missing items or broken links.
- Worked with the owner to develop a cohesive brand identity (updating business cards, invoice forms, print items, etc.).

REALPAGE, INC | CARROLLTON, TX

INSURANCE PROCESSOR | FEB 2013 - JULY 2016

- Processed insurance forms, licenses, & other documents for clients.
- Reached out to clients in order to request missing or incomplete information.
- Reached out to insurance agents by phone and email to request updated documents.
- Reduced information silos by expanding personal knowledge of internal processes.

DALLAS VINTAGE SHOP | PLANO, TX

SALES ASSOCIATE | OCT 2012 - DEC 2012

- Stocked and priced merchandise.
- Assisted customers with purchases (putting together costumes, up-selling merchandise, etc.).
- Handmade custom merchandise to sell in the store (i.e. Holiday sweaters, costume accessories, etc.).

REINA & BATES | DALLAS, TX

DATA ANALYST | APR 2010 - SEPT 2010

- Analyzed importance of customer documents for scanning.
- Scanned documents for digital filing of closed and open cases.
- Assisted in organization and disposal of old cases.
- Implemented processes that helped streamline the storing of old case files.

VOLUNTEER:

IGLESIA CENTRO DE ESPERANZA | PLANO, TX

GRAPHIC DESIGN VOLUNTEER | AUG 2016

- Coordinated meetings with the Pastor to discuss what he wanted to represent their organization.
- Created a logo with Adobe Illustrator for an all Spanish speaking congregation.