



JOCELYN SALAZAR

WEB & GRAPHIC DESIGNER

(305) 697-8248 • jocelynsalazar120@gmail.com
graphicsbyj.journofolio.com

PROFESSIONAL SUMMARY

Talented, unique, and passionate Graphic Designer with experience creating attractive marketing and communications materials. Excellent collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Successfully manages and coordinate graphic design projects, from concept through completion. Works closely with clients to create vision, conceive designs, and consistently meet deadlines and requirements. Technical skills include Adobe Creative Cloud, QuarkXpress, and Microsoft Office. Expert at developing effective campaigns and advertisements to increase visibility, branding, and business growth and development.

KEY ACHIEVEMENTS

- Consistently recognized for fresh and innovative ideas and designs.
- Improving the branding image of The Education Fund through thoughtful and colorful visual designs.
- Single handedly provides all graphic needs for the eight departments of The Education Fund.
- Led the creative development team that designs The Education Fund's Idea's with IMPACT catalog, distributed to 22,500 Miami-Dade Public School teachers.
- Layout and design of several fundraising event program books, brochures, and digital campaigns.

EMPLOYMENT HISTORY

Aug. 2018 - Present
Miami, FL

Graphic Designer & Program Assistant, The Education Fund

Graphic Design

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Confer with clients to discuss and determine layout design.
- Develop graphics and layouts for product illustrations, company logos, and Internet websites.
- Review final layouts and suggest improvements as needed.
- Prepare illustrations or rough sketches of material, discussing them with clients or supervisors and making necessary changes.
- Use computer software to generate new images.

JOCELYN SALAZAR

WEB & GRAPHIC DESIGNER

(305) 697-8248 • jocelynsalazar120@gmail.com
graphicsbyj.journofolio.com

Aug. 2018 - Present **Miami, FL**

- Maintain archive of images, photos, or previous work products and track image rights usage.
- Mark up, paste, and assemble final layouts to prepare layouts for printer.
- Create reusable graphics templates; modify and resize existing graphics for various platforms and uses; format materials based on specifications.
- Prepare notes and instructions for workers who assemble and prepare final layouts for printing.
- Draw and print charts, tables, graphs, illustrations, and other artwork, using computer.

Program Assistant

- Create, maintain, and enter information into databases.
- Confer with project personnel to identify and resolve problems.
- Prepare conference or event materials, such as flyers or invitations.
- Provide support to Program Manager(s), with event coordination.

Website Management

- Updating and maintaining educationfund.org website.
- Designing layout for website materials (photos, videos, text, etc.).

Jan. 2018 - Mar. 2018 **Miami, FL**

Art Teacher, Miami-Dade Public Schools

- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Enforce all administration policies and rules governing students.
- Observe and evaluate students' performance, behavior, social development, and physical health.

JOCELYN SALAZAR

WEB & GRAPHIC DESIGNER

(305) 697-8248 • jocelynsalazar120@gmail.com
graphicsbyj.journofolio.com

Jan. 2018 - Mar. 2018
Miami, FL

Art Teacher, Miami-Dade Public Schools

- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Enforce all administration policies and rules governing students.
- Assign and grade class work and homework.
- Prepare materials and classrooms for class activities.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Instruct and monitor students in the use of equipment and materials to prevent injuries and damage.
- Plan and supervise class projects, field trips, visits by guest speakers, or other experiential activities, and guide students in learning from those activities.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

EDUCATION

MAY 2018

Bachelor of Arts: Art Education

- Florida International University - Miami, FL

ONGOING

Online classes in Adobe Illustrator, Indesign, Typography, and Design Theory.

JOCELYN SALAZAR

WEB & GRAPHIC DESIGNER

(305) 697-8248 • jocelynsalazar120@gmail.com
graphicsbyj.journofolio.com

LANGUAGES

Spanish	<i>Conversational</i>	English	<i>Native Speaker</i>
---------	-----------------------	---------	-----------------------

SKILLS

Constant Contact	<i>Expert</i>	Adobe Illustrator	<i>Experienced</i>
Communication	<i>Expert</i>	Adobe InDesign	<i>Expert</i>
Traditional Art	<i>Experienced</i>	QuarkXpress	<i>Experienced</i>
Website Management	<i>Experienced</i>	Adobe Photoshop	<i>Experienced</i>
Microsoft Office	<i>Experienced</i>	Adobe Acrobat	<i>Expert</i>

REFERENCES

Audrey Onyeike

Ideas with IMPACT Program Manager
(917) 217-1999
audrey@educationfund.org

Beth Goldstein

Chairman of Arts at Miami Springs Senior High School
(305) 281-4341
bethart@dadeschools.net

David Chang

Chair and Professor of Painting, Drawing and Visual Arts Education at FIU
(305) 348-2897
changd@fiu.edu