

# Nicole Bermudez

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Creative and multi-talented Graphic Designer with experience in multimedia, marketing and print design.

Exceptional collaborative skills; dynamic team player with well-developed written and verbal communication abilities. Skilled in client and vendor relations and negotiations. Passionate and inventive creator of innovative marketing strategies and campaigns; accustomed to performing in deadline-driven environments with an emphasis on working within budget requirements.

| Print                     | Photography       | Web and Multimedia  |
|---------------------------|-------------------|---------------------|
| brochures and newsletters | photo restoration | website design      |
| logos and business cards  | photo retouching  | social media        |
| restaurant menus          | portraits         | video editing       |
| flyers and posters        | events            | video photomontages |

## Professional Experience

Colibri Wellness Center

Tucson, AZ June 2023- 2024

Personal Assistant

- Help with daily patient tracking and communicate with current and past patients to keep

their charts up to date

- Check for lab test results, fax machine and voicemails daily and communicate everything to the Doctor directly
- Work on series of graphic design and video editing projects for the clinic
- Keep track of when to check on patients and call in to check their status and how they are responding to treatment
- Receive and put away any shipments that come in and keep a weekly inventory of what needs to be ordered
- Prepare patient blood samples for shipment to labs and call in the shipment pick-up

#### NB Photography and Design

Miami, FL August 2011-2017

Lead Photographer/Designer/Editor

- Provide photography coverage for events and portrait sessions plus present edited photos to clients
- Propose, design and execute material for clients based on their needs
- Create web ready advertisements and campaigns

#### Red Lobster

Miami, FL November 2011 – 2018

Server/ Certified Trainer/Shift Supervisor

- Train new employees on restaurant standards and server daily functions
- Follow and execute company steps and standards to deliver excellent dining experience
- Carry 25 or more pounds and stand for long periods of time
- Assist management in keeping the flow of the restaurant going
- Speak to guests to ensure they are receiving a quality experience

#### The Print Shop

Miami, FL November 2015-October 2016

Personal Assistant/Fine Art Scanner/Photo Retoucher/Printer

- Personal assistant to owner
- Keep track of all orders called in, walk-in and online
- Scan and retouch all artwork
- Keep track of customer invoices and update their files
- Order new materials as needed

## **Education**

## Miami Dade College

- A.S. in Graphic Design
- A.A. in Art or Art Education

## **Technical Proficiency**

*Environments:* Mac OS, Windows

*Tools:* Microsoft Office; Adobe Creative Suite (InDesign, Photoshop, Illustrator);  
Google Analytics, Facebook Marketing, Instagram Marketing, Canva,  
Traditional illustration tools such as charcoal- paint-water color-etc.