

Stephanie A. Lopez-Melero

Employment

2021 - Present Designer, Family Year Party LLC, Santa Paula, CA

- Sets up, maintains, and operates pretreatment machinery
- Reviews completed orders for quality and prepares them for shipment
- Maintains a clean and organized work area
- Prepares orders and inspects them for any damage
- Assists in creating mock-ups for printed designs

2017 - 2021 Cashier, Sprouts Farmers Market, Ventura, CA

- Assisted customers waiting to check out in a timely and efficient manner
- Took customers' phone calls and answered any questions they may have had
- Maintained a sanitized and organized work area
- Helped train new cashiers
- Always volunteered to work overtime whenever there was a shortage of team members
- Consistently went above and beyond to ensure customer satisfaction

April - July 2016 Communications Coordinator, Oxnard Chamber of Commerce, Oxnard, CA

- Designed art and copy layouts for visual media and marketing material
- Assisted with positioning the Oxnard Chamber as the premier business organization in the region and built a brand identity through marketing and communications
- Prepared presentation graphics for slides and overheads and slide imaging
- Performed computer image manipulation
- Prepared computerized typeset documents using computer publishing and page layout software
- Assisted with proofing final artwork before submission
- Worked with advertising/marketing to integrate copy and graphics most effectively
- Arranged layout according to space availability and used knowledge of layout principles and design
- Created samples of finished layout and presented to supervisor for approval
- Coordinated the organization's public relations strategies with management
- Set production schedules and met deadlines for design projects
- Launched and grew presence on social media platforms, such as Facebook, Twitter, etc.
- Worked cross functionally to ensure social media goals aligned with company goals
- Referred all media inquiries to the CEO

2014 - 2015 Graphic Designer, Conversions Technology, Ventura, CA

- Designed packaging, product sheets, website banners, product pages and user manuals
- Created marketing materials, advertisements and videos
- Photographed products and marketing material
- Maintained websites (CT, FuseLED, PODX)
- Was in charge of social media marketing campaigns (Instagram and Facebook)
- Ordered all print materials through cost effective vendor and tracked order process
- Managed graphic design projects
- Coordinated all marketing material for conventions and trade shows
- Worked directly with the VP of Marketing to establish direction of marketing material
- Collaborated on planning for shows

2012 - 2013 Instructional Student Assistant, CSU Channel Islands, Camarillo, CA

- Assisted students in all stages of the writing process
- Promoted the Writing Center in educational workshops and classes
- Aided faculty as in-class tutor

Education

2010 - 2013 CSU Channel Islands, Camarillo, CA

BA Studio Art, conferred May 2014

2007 - 2009 Ventura Community College, Ventura, CA

AA General Liberal Arts and Sciences



Skills

- Adobe Illustrator
- Adobe Photoshop
- InDesign
- Adobe AfterEffects
- Adobe Dreamweaver
- Traditional Animation
- HTML/CSS
- Microsoft Word
- Package Design

Contact

sal_designs@yahoo.com

saldesigns.net