



ENRIQUE ARREOLA C.

BILINGUAL ENGLISH / SPANISH

VIEW MY WORK PORTFOLIO:
[HTTPS://MIPAGINAWEBNAYARIT.COM/MY-PORTFOLIO/](https://mipaginawebnayarit.com/my-portfolio/)



Profile

Experienced graphic / web designer, recently relocated to San Diego in search of job opportunities with potential for growth and expansion on any field.

Work experience

2020

5+ years

Freelance Graphic/Web Designer at MiPaginaWebNayarit.com

- Managed up to 5 projects or tasks at a given time while under pressure to meet weekly deadlines.
- Listen, analyze and understand the challenges customers and business partners
- Self-starter, problem-solver and capable of managing assignments independently, with little supervision
- Prioritize workload to ensure deadlines are met
- Create cross-platform design (web, mobile application)
- Design original web layouts - take projects from concept to completion while working within the parameters of the brand style guide
- Assist In-house / Remote experience using web tools for communication and time management: Slack, Asana, Skype, GDrive or Dropbox
- Ensured brand consistency in all work produced
- Proficient with Adobe Creative Suite, including Photoshop, InDesign, Illustrator and Acrobat as well as Microsoft Office
- Developed artwork and layout for print and digital signage, banners, posters, stationary, flyer, etc.
- Designing and constructing web pages within existing custom CMS (Wordpress) with working knowledge of HTML/CSS: E-commerce, Blog, Corporate, Membership, Booking, Travel, Real estate, Sales pages.
- Team player who can take direction as well as work independently

2017

3+ years

Web Designer at AgenciaDoMore.com

- Demonstrated great teamwork by cooperating with and assisting co-workers
- Supervised the assessment of all graphic materials in order to ensure the quality and accuracy in the design.
- Fixed bugs from existing websites and implemented enhancements that significantly improved web functionality and speed (Security, Updates, Basic SEO, HTML/CSS Customization, Email Set up, Bug Fixes, Back ups, Migration)
- Managed technical integration with third party services (Mailchimp, Analytics, Gmail, Plug-ins, Payment Gateways)
- Monitored uptime, hosting, and databases to ensure site is performing at maximum capacity
- Assisted with Domain management and setup, SSL Installation, Website Optimization
- Excellent problem-solving, communication and organizational skills
- Ability to multitask in a fast-paced environment – worked overtime as needed
- Maintained and managed existing client websites and related technologies

2016

3 years

Graphic Designer at ByNatureCompanies.com

- Kept Manager informed of project status and work with various teams
- Oversee the workflow process from creating the initial design concept to delivery
- Manipulated photographs for basic comp work such as mock-ups, silhouetting, retouch, color-correction and light
- Assisted in production of web/newsletters advertising, using html and gif animations
- Research, create, develop and execute creative concepts while maintaining the brand image.
- Developed artwork and layout for print and digital signage, banners, posters, stationary, flyers, etc.

2011

2.5 years

Graphic Designer at Cyan House

- Assisted with setup, cleanup, stock work and handling print / vinyl cutting equipment.
- Maintained a friendly, efficient, and appealing environment for associates and customers
- Performed all pre-shift and post-shift duties, side-work, and related paperwork
- Provided assistance by responding to customer questions in an effective and efficient manner
- Performed "other" job-related duties as assigned by management, which achieve the established goals of Cyan House and the client
- Meet with manager upon arrival to discuss shift set-up, and check out with manager before leaving to ensure duties are completed
- Prioritized workload to ensure deadlines are met
- Data management, administrative work for the print design business

Skills

- Dependable and reliable with flexibility to work a varied schedule to include days, evenings, weekends, holidays and the ability to work under pressure
- The ability to work independently with professionalism while maintaining a focus on quality and customer service
- Good communication skills; ability to communicate with guests and co-workers
- An ability to quickly learn about the tools used for operation, site features and customer service expectations/standards
- Ability to handle multiple tasks quickly and efficiently
- Basic math skills; ability to accurately count change and balance bank
- Strong attention to detail
- Highly organized
- Solid design and troubleshooting skills

Education

2010

Bachelors Degree in Graphic Design / UNIVAM - Mexico.

2007

High School Diploma / Armstrong High School - Minnesota, US.

Contact

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Programs

- 📄 Adobe Photoshop
- 📄 Adobe Illustrator
- 📄 Adobe Indesign
- 📄 Print Design
- 🌐 Web Design
- 📄 WordPress
- 📄 Ecommerce
- 📄 Web Maintenance
- 📄 HTML/CSS
- 📄 Web Hosting
- 📄 Slack
- 📄 Asana
- 📄 Vinyl Cutter
- 📄 Microsoft Office (Excel, Word)
- 📄 GDrive

Personal Qualities

- 👤 Customer Service
- 💡 Creativity
- 👁 Attention to Detail
- 🧠 Self Driven
- 👥 Team Player
- 🕒 Quick & Organized
- 🔧 Problem Solving
- 📁 Resourceful