ANDREA ORDUNA
GRAPHIC DESIGNER

📱 720-296-6034

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🌐 andreaorduna.com

📍 Denver, CO. 80221

PROFILE SUMMARY

Skilled graphic designer with attention to detail, technical proficiency, creativity, excellent communication, time management skills, and stays up-to-date with industry trends. Proactive problem solver who thrives in collaboration.

RELEVANT EXPERIENCE

July 2022 - Present

Freelance Graphic Designer
&drea Studios/ Denver, CO.

- Use Adobe Creative Suite to design and successfully implement to real world products within the entitled timeline
- Communicate efficiently and courteously with clients to assist and review project
- Compose requested revisions that can be adapted towards in progress design
- Manage and execute creative design layouts, posters, articles, brandings, and be detailed oriented to fullfill clients needs

Dec. 2022 - Feb. 2024

Graphic Designer
The Core Collaborative/ Denver, CO.

- Develop collateral, working with the Creative Director to achieve the best results
- Assist in updating, designing, and maintaing company websites through WordPress and Wix
- Assist in development of campaign-related collateral
- Produce electronic files for printing using Adobe Creative Suite
- Produce electronic files for digital media, including common social media formats, banner ads, flyers and art cards
- Provide production support to ensure the completion of design projects in a timely manner
- Helps with the development of the company's brand, collateral, assets, and marketing materials
- schedules self and accomplishes tasks to the fullest capacity using Google Workspace and Asana

May 2022 - June 2023

Co-Founder
The x-height Networking Group/ Denver, CO.

- Co-founder of a Graphic Design Networking group with a mission to provide comfortable assistance and assemble connections
- Develop marketing efforts to compel a bigger audience within the design industry
- Advocate locations to conduct monthly meetings
- Create graphics for Instagram
- Create and maintain website through Wix
- Meet and communicate with Cohorts

Aug. 2021 - May 2022

Internship: Creative Director And Designer
DZGN Studio/ Denver, CO.

- Write and design multiple unique and well-crafted concepts that meet clients needs as well as our own
- Monitor and collaborate with a team of 8 creatives to efficiently conduct a final product to market
- Construct multiple deliverables both digital and print
- Develop creative ideas for design implementation through team brainstorm meetings and sessions
- Use critical thinking and detail orientation to tackle conflicts
- Help the team of creatives overcome obstacles and offer innovative solutions

EDUCATION

AAS in Graphic Design

Community College of Denver

Graduated May 2022

Denver, CO. 80204

High School Diploma

Westminster High School

Graduated May 2020

Westminister, CO. 80030

Dual enrollment

Front Range Community College

Fall 2018 - Fall 2019

Westminister, CO. 80030

SKILLS

Adobe Photoshop	Print Design
Adobe Illustrator	Digital Assets
Adobe InDesign	Logo Design
Adobe Acrobat	Social Media
Adobe XD	Customer Service
Microsoft Office	Collaborative
Google Workspace	Creative thinking
Wix	Organization
WordPress	Detail Oriented
Asana	Leadership
Branding	Communication
Typography	Conflict Resolution
Layout Design	Project management

Bilingual; Fluent in Spanish and English

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RELEVANT COURSE WORK

Aug. 2019 - May 2020

Graphic Design & Interactive Media 2
Westminster High School/ Westminster, CO.

Use Adobe photoshop to exhibit your creativity. Work with materials and methods from the graphic design industries to create a digital portfolio. Meet within school clients to produce digital and print designs.

Aug. 2019 - Dec 2019

Drawing 1
Front Range Community College/ Westminster, CO.

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

Jan. 2019 - May 2019

Adobe Photoshop 1
Front Range Community College/ Westminster, CO.

Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication Using Adobe Photoshop.

Aug. 2018 - Dec. 2018

Introduction to Visual Communication
Front Range Community College/ Westminster, CO.

Surveys visual communications, its history and impact on society. A foundation course for graphic design and illustration majors and a survey for non-majors who are interested in the field.

Aug. 2017 - May 2018

Graphic Design & Interactive Media 1
Westminster High School/ Westminster, CO.

(GDIM) courses explore art and design through hands-on experience with Apple Computers, Wacom tablets, Printer technologies, Adobe software, field trips, and more!

Aug. 2017 - May 2018

Video Cinema Arts 1
Westminster High School/ Westminster, CO.

Studentsl shoot and edit various live events, including sports and performing arts productions, and our student-produced news program, WOLF-TV.

CERTIFICATION

April 2019 - April 2023

Adobe Photoshop
Adobe Certified Associate Exam

The resulting of a 50-minute exam is integrated with the Photoshop desktop app, allowing for an authentic assessment of job-ready skills.