

PAMELA MENA

CONTACT INFO

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Reference upon Request

EDUCATION

FASHION INSTITUTE OF TECHNOLOGY

Bachelor of Fine Arts Degree | Graphic Design

Associate in Applied Science Degree | Communication Design

Adobe Certified Associate

Adobe InDesign 2020 | December 2020

Adobe Certified Associate

Adobe Photoshop 2020 | Pending

Microsoft Office Specialist

Powerpoint Associate | December 2021

KNOWLEDGE

Adobe Creative Cloud
InDesign
Illustrator
Photoshop
Premier Pro
After Effects
Acrobat Pro
Lightroom

Microsoft Office 365

PowerPoint
Word
Excel

Microsoft Teams

SharePoint
OneDrive
Dropbox
Slack

SKILLS

Graphic Design
Branding & Concept Creation
Animation & Motion Graphics
Print Production/Pre-press
Social Media
Project Management
Motion Graphics
Photography
Videography

WORK EXPERIENCE

HNTB 2017-Current

Graphics Team Leader | Marketing Department

- Supervises and participates in the design and preparation of complex reports, exhibits, illustrations, displays, and other visual media
- Undertakes complex projects requiring additional specialized technical knowledge

Senior Graphic Designer | Marketing Department

- Design development of print and multimedia materials
- Works with engineers to develop concepts and specifications for projects

PUBLIX SUPER MARKET 2016-2017

Advertising Production Artist | Creative Services

- Produce layouts used for consumer advertising
- Create electronic mechanicals using assignment objectives

GLOBAL EXPERIENCE SPECIALISTS 2013-2014

Graphics Designer | Production

- Create large scale exhibit layouts and prepare artwork for larger format printing
- Ensured maximum efficiency of production team to deliver on-time exhibits

BREDE ALLIED CONVENTION SERVICES 2013

Graphic Designer | Production

- Strong ability to grasp ideas to produce inspiring 2D solutions
- Ability to manage multiple projects and deliver the highest quality output

NITESOL 2010-2012

Creative Art Director | Graphic Design & Production

- Brand marketing and promotional graphics
- Worked with marketing manager to ensure work was consistent with client needs