

Poeli Bojorquez

graphic & web designer

3 Rue Sextius Michel
75015, Paris, France
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professional experience

Freelance Graphic & Web Designer

2005 – ongoing

- Develop design solutions including website design, print materials, and visual identity
- Selection of clients: Belbin NL, ORFEOS, BIG!pictures, Benecaid Health Benefit Solutions

Graphic Designer & Webmaster

11/2014 – 07/2015

WICE, Paris, France

- Develop graphic designs for marketing and social media materials
- Maintain organization's website and coordinate with program directors about content updates
- Provide CMS support to staff and stay abreast about CMS changes and new features
- Liaise with CMS technical support about questions and troubleshooting, and advertisers to ensure quality deliverables
- Coordinate the schedule of new programs upload to the website
- Coordinate weekly distribution of e-newsletter

Visual Designer

02/2013 – 12/2013

Angi Studio, The Hague, The Netherlands

- Created new responsive website designs for leading national companies including International Card Services, Triodos Bank, Sanoma Media, Reed Elsevier, and NEN.
- Responsible for the visual style and consistency of interface designs based on corporate identity.
- Collaborated closely with senior visual designers, and interaction designers to design and determine the feasibility of the websites.
- Performed image selections for use in designs and provided recommendations on their use.
- Provided design support for the Angi Studio corporate website.

Visual Designer

03/2010 – 12/2011

Mirabeau B.V., Amsterdam, The Netherlands

- Created new website and mobile designs for leading national and international companies including ING, Nutricia Advanced Medical Nutrition, Raet, Zorg en Zekerheid, and Sky Team.
- Responsible for the visual style and consistency of interface designs
- Collaborated closely with senior visual designers, interaction designers and front-end developers to design and determine the feasibility of the websites and mobile apps.
- Liaised with creative consultants and team leads to make sure the quality and the completion of deliverables were within project guidelines
- Created style studies and quick reference guides to maintain style standards for new websites
- Researched best practices and recent developments in the design industry for creative proposals
- Provided design support for the corporate website and print communications

profile

Graphic and web designer with experience designing for website and mobile interfaces, printed materials, and visual identity.

education

2001 – 2004

Graphic Design Diploma
Algonquin College
Ottawa, Canada

software skills

Proficient with Adobe Creative Suite: Photoshop, Fireworks, Illustrator, InDesign, and Acrobat Pro, Microsoft Office, Google Apps, and Wild Apricot CMS.

Intermediate proficiency with social networks: Facebook, Twitter, and LinkedIn, and Blog platforms: WordPress, and Medium.

languages

- English
Fluent proficiency
- Spanish
Fluent proficiency
- French
Intermediate proficiency
- Dutch
Limited working proficiency

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Graphic Design & Administrative Support 11/2008 – 12/2009
Spanish Centre, Toronto, Canada

- Developed printed marketing materials for new courses and cultural events
 - Implemented content updates for the Centre's website, online newsletter and social media platforms.
 - Provided administrative support to staff, instructors, and students
 - Organized student registration and membership
- Managed and updated staff and student records

Web Designer & Media Manager 02/2007 – 06/2008
Partners Film Inc., Toronto, Canada

- Maintained company website and online media
- Created reference websites for agency pitches
- Managed and updated internal asset management system and master media archives
- Obtained and digitized media from various tape and digital formats for company use
- Provided media and web support to directors, executive producers, and production staff
- Operated video editing suite and equipment
- Coordinated with international production companies to obtain directors' recent work

Junior Web Designer 09/2004 – 07/2006
Bank of Canada, Ottawa, Canada 06/2003 – 11/2003

- Provided web and graphic design support to the IT Services department within the Bank of Canada
- Launched new design for IT Services intranet website using new corporate identity standards
- Populated HTML intranet pages using the new visual identity
- Developed IT Services Website Style Guide and IT Services Website Procedures Manual
- Developed printed materials for the IT Services department events

Web Support Officer 05/2004 – 09/2004
Natural Resources Canada, Ottawa, Canada

- Revamped National Forest Coalition website
- Developed cover designs Canadian Forest Service printed publications
- Provided design support for Canadian Forest Service Communications Strategy
- Designed PowerPoint templates for internal presentations using corporate style standards

qualifications

- Strong team player with an excellent work ethic
- Work well in a fast-paced and deadline driven setting
- Quick learner and eager to explore new challenges
- Experienced working in a bilingual environment: English-French, English-Spanish, English-Dutch

internship

03 – 05/2004
Graphic Designer
Currency Museum of the
Bank of Canada
Ottawa, Canada

volunteer

08/2014 – 07/2015
Graphic Designer
The American Library of Paris
Paris, France

08/2014 – 03/2015
Program Director
WICE
Paris, France

08/2008 – 08/2009
Graphic Designer
Association in Defense
of the Wrongly Convicted
Toronto, Canada