

Alex Castellanos

GRAPHIC DESIGNER

alex.t.castellanos@gmail.com
thelotusoperation.com/portfolio
[linkedin.com/in/alex-castellanos](https://www.linkedin.com/in/alex-castellanos)
(706) 766 6193
Denver, CO

EXPERIENCE

Advisory Marketing Specialist
Graphic Design, Customer Service, Reception, and more
Cytoskeleton, Inc.
Denver, CO, August 2010 - March 2019

I am a quick, versatile graphic designer and marketing specialist with excellent communication skills. I thrive under tight deadlines with multiple projects. I improve customer service, reception, data management, and general office work through successful administrative strategies.

- Revitalize branding, marketing and customer service strategies that leads to record-breaking sales and continuous growth.
- Translate directions from creative directors, art directors, business owners, and scientists into branded products for the company.
- Maintain and create content for company website with current product pages and landing pages for customers.
- Drive and execute the vision for the annual company catalog that was distributed to customers worldwide.
- Manage creative print projects, including concept, design, copywriting, deadlines, approval, execution, and production management.
- Execute projects across disciplines, including catalogs, brochures, emails, web pages, and trade show booths.
- Create multiple monthly informational campaigns, newsletters, and advertising campaigns to drive company sales goals and increase brand awareness.
- Source, manage, and create library of design images and photographs.
- Manage and respond to all incoming customer contact for company.
- Drive sales for company through management of customer order system.
- Maintain extremely high customer satisfaction rating through surveys and feedback.
- Process and deliver invoices for customer sales on a monthly basis.

EDUCATION + TRAINING

University of Georgia
BFA: Art - Interior Design, 2007
Athens, Georgia

OneMonth HTML, 2014
OneMonth.com

Adobe Illustrator CS6 - Advanced
Training, 2012

Adobe InDesign Training Class, 2013
Ledet Training

Managing Multiple Projects,
Objectives, and Deadlines, 2012
Skillpath Seminars

Secrets of Successful Critical Thinking
and Creative Problem Solving, 2011
National Seminars Training

VOLUNTEER WORK

Rocky Mountain Cancer Assistance
rockymountaincancerassistance.org
Denver, CO

Ray of Hope
rayofhopecolorado.org
Denver, CO

ADDITIONAL EXPERIENCE

Oral and Maxillofacial
Surgery Associates, 2007-2010
Insurance Specialist, Reception
Durham, NC

Additional Experience Available

SKILLS

GRAPHIC DESIGN

Adobe Creative Suite
Print Design
Print Advertising
Digital Design
Digital Advertising
Email Design
Production Management
Conceptual Communication
Brand Consistency
Collaborative Design

Multi-Page Print Designs
HTML Basics
Drawing
Sculpting
Illustration
Constant Contact
Diagram Design
Tradeshaw Design
Conceptual Thinking

GENERAL OFFICE

Microsoft Office
Multi-Project Management
Vendor Management
Customer Service
Multi-line Phone Systems
Communication Skills
Flexible Multitasker
Problem Solver
Data Management
Data Cleanup

Mail List Management
Customer Inquiries
Customer Conflict Resolution
Order Processing
General Reception
Distributor Relations
File Organization
Verbal Communication
Written Communication
Process Optimization