

DANIELA MONTES DE OCA

SUMMARY

Creative Graphic Designer recognized for high productivity levels and ability to complete tasks efficiently. Specialize in Adobe Creative Suite, visual branding, and digital illustration. Excel in time management, adaptability, and communication, ensuring seamless project execution from concept through completion.

EXPERIENCE

Graphic Designer

FASTSIGNS® International | Saint Augustine, FL | October 2023 - Current

- Managed multiple projects simultaneously while meeting tight deadlines.
- Mentored a student from the area on the basics of graphic design, Photoshop, Illustrator, and the production process.
- Designed print materials such as brochures, flyers, banners, feather flags, tents, and posters for marketing campaigns.
- Maintained up-to-date knowledge of industry trends in graphic design technologies.
- Liaised with printers to ensure accuracy of final prints.

Crew Member

McDonald's | Doral, FL | May 2022 - July 2022

- Performed cashier duties such as taking orders, collecting payments and providing change.
- Cleaned restaurant area by sweeping floors, wiping tables and emptying trash receptacles.
- Followed all safety guidelines while operating equipment such as slicers, fryers and ovens.
- Greeted customers upon arrival, provided menus and answered questions regarding menu items.
- Prepared beverages such as coffee drinks, smoothies and milkshakes according to company standards.
- Processed takeout orders quickly to ensure timely delivery of meals.

Assistant

I've Been Framed | Miami, FL | June 2021 - July 2021

- Organized and maintained filing systems for documents and records.
- Was able to operate the business's machinery to cut custom framing and to also partially restore damaged paintings.

Receptionist

Dieppa Law Firm P.A. | Miami, FL | July 2019 - July 2020

- Greeted visitors and provided them with assistance.
- Answered incoming calls, took messages, and transferred calls to appropriate departments or personnel.
- Performed data entry tasks into various computer systems accurately and promptly.

CONTACT

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SKILLS

- Logo creation
- Digital imagery
- Production Layouts
- Project Management
- Design thinking
- Layout Design
- Adobe Photoshop, Illustrator, and InDesign

EDUCATION AND TRAINING

Bachelor of Arts

Communications Design: Illustration
Pratt Institute, Brooklyn, NY
May 2023

High School Diploma

Our Lady of Lourdes Academy, Miami, FL
July 2019

LANGUAGES

English:



Native/ Bilingual


Spanish:



Professional

ACCOMPLISHMENTS

- Pratt Circle Award
- Cumulative GPA of 3.6 upon graduating from Pratt Institute
- President's List (2021, 2022, 2023)

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- Heavily relied on bilingual communication (English and Spanish) in order to carry out these tasks.