

# JUSTIN SANTIAGO

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## Professional Summary

I want to succeed in an innovative and challenging environment while building the success of the company while experiencing professional growth. I am a dedicated, focused, professional, and well rounded individual who wants to use my skill set to provide growth and excellence.

## Education

### New Mexico State University

#### Bachelor of Individualized Studies

Major: Individualized Studies

Minors: Art History, Studio Art, History

May, 2013

### New Mexico State University Doña Ana Community College

#### Associate of Applied Science

Major: Digital Graphics Technology

May, 2016

#### Certificate of Creative Media

Concentration: Creative Media Technology

May, 2016

## Experience

### Graphic Designer | Arrowhead Center

2015 - Present

- Coordinate with a number of programs under the Arrowhead Center brand to create program outreach and educational materials and assist in reporting of funded projects and programs
- Served as liaison between students, staff, and departments on project and program operations
- Design email campaigns, social media campaigns, and other program promotional materials
- Collaborates with and oversee a team of designers, often in a leadership role, to meet the design needs of the program/project maintaining brand standards of the company
- Coordinate with team members on creation of projects to create an effective and organized work environment

### Freelance Graphic Designer | St. Genevieve Catholic Church

2014 & 2015

- Coordinated and developed a book to commemorate military veterans of the church from concept to completion.
- My responsibilities included creating the cover and interior layout and typesetting of the publication
- Coordinated with the printer and church leaders directly to choose type of printing and paper selection, making sure the book was printed on time and on budget

### Bartender & Server | Red Lobster

2009 - Present

- My job is to communicate with the guest to provide a positive dining experience in an effective and timely manner, while using my sales experience to assist the guest in making decisions
- Promoted three times to current position.
- Customer service and financial skills to allow me to better communicate with diverse clientele
- Maintain and reinforce brand standards with team members
- Constant multi-tasking amid high stress situations
- Knowledge and experience with marketing and sales
- Trained previous and current Red Lobster employees

### Laboratory Technician | Veterinary & Entomology Research Lab | NMSU

February 2009 - August 2009

- Worked with large animals and insects to help prepare and monitor experiments
- Provide assistance for experiments
- Built and designed equipment to perform experiments and solve problems
- Maintain and improve facility through repairs incorporating a wide variety of skills
- Care for livestock and miscellaneous ranch duties

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## My Skill Set

### Leadership

- Taken lead on projects by coordinating with different members to achieve a unified goal
- Great time management skills
- Problem resolution abilities
- Problem solving skills
- Train, motivate, and mentor interns and employees by teaching them necessary skills to succeed
- Great organizational skills and delegating tasks
- Self-motivated
- Great multi-tasking and prioritizing abilities
- Project management experience from concept to completion

### Communication

- Excellent written and verbal communication skills
- Knowledge of communication principles
- Word processing and editorial skills
- Excellent mentoring and negotiation skills
- Professional written and speaking abilities
- Extensive customer service and sales experience
- Able to give and receive constructive criticism

### Organizational

- Knowledgeable of media and marketing techniques
- Assist in coordination of set-up and take-down of events
- Assist in planning of coordinating events
- Execute creative and design thinking for program development materials
- Originate new and innovative program development policies and practices
- Produced various media (digital, web, and print) for program outreach
- Adaptability and able to think quickly to solve problems in an effective manner
- Cost control and budgeting

### Technical

#### Adobe Suite

- Photoshop
- Illustrator
- InDesign
- Bridge
- Lightroom
- Camera Raw
- Acrobat
- Dreamweaver
- Muse
- Animate (Flash)

#### Microsoft Office Suite

- Word
- Powerpoint
- Excel
- Outlook

#### Coding

- HTML
- CSS
- jQuery

#### Operating Systems

- Windows OS
- Mac OS

#### Other

- WordPress
- DSLR Photography
- Advanced Mathematics
- Constant Contact Email Marketing
- Mail Chimp Email Marketing