



Gerardo Contreras

Graphic Designer

Experience

Independent Art Instructor

Bottle & Bottega • 4/2014-present
Painting instructor for paint parties
Assisting guest with painting
Customer service

Graphic Designer

Freelance • 2006-present
Design consultation
Branding and collateral pieces
Website design/development
Involved in projects from concept to production

Legal Assistant

Lempia Summerfield Katz LLC • 8/2016-11/2017
Assisting attorney with application preparation
Image editing / re-creation of patent figures
Preparing and filing documents electronically
Corresponding with clients via phone and e-mail

Graphic Designer / Legal Assistant

Patents+TMS, P.C. • 6/2012-8/2016
Redesigned the firms logo and collateral pieces
Annual Bucktown Holiday ArtShow design and collateral
Newsletter design and execution
Image editing / creation of patent figures
Prepared and filed documents electronically
Corresponded with clients via phone and e-mail
Quality control of filing and docketing
General administrative duties

Graphic Design Intern

Fresh Design Studio • 11/2010-2/2011
Design and front-end development of websites
Designed logos
Participated in client meetings

Skills

Photoshop
Illustrator
InDesign
Dreamweaver
Acrobat Pro
Microsoft Office
Marketing
CSS
Web graphics
Branding

Promotional pieces
Website design
Design consultation
Art Production
Mac and PC environment
QuickBooks
Painting & Drawing
Photography
Customer service
Office Management

Education

Harold Washington College • Chicago, IL
Classes in Multimedia with interactive media, 2008
Classes in Video & Sound, 2008

Westwood College • Chicago, IL
AAS in Graphic Design & Multimedia, July 2005

Goal

**Entice with great
Design through
Creativity and
Professionalism**

Contact

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