



# Gerardo Contreras

*Graphic Designer*

## Experience

### *Art Instructor*

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

### *Graphic Designer / Production Artist*

**CST Signs • 6/2018-present**  
Prepare Artwork proofs for client approval.  
Prepare Artwork files for sign production.  
Assist with sign production.

### *Legal Assistant*

**Lempia Summerfield Katz LLC • 8/2016-11/2017**  
Assisted attorney with application preparation.  
Image editing / re-creation of patent figures.  
Prepared and filed documents electronically.  
Corresponded 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 and collateral pieces.  
Participated in client meetings and consultations.

## Skills

Photoshop  
Illustrator  
Indesign  
Website Design  
Source Code Editing  
FTP/Web Hosting  
Web Graphics  
Acrobat Pro  
Branding  
Marketing Collateral

Art Production  
Mac and PC Environment  
Screen Printing  
Vinyl Cutting/Plotting  
Painting & Drawing  
Photography  
Microsoft Office  
Quickbooks  
Customer Service  
Office Management

## Education

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

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

## Goal

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

## Contact

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