



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 / 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
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
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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