



# Shannon Valencia

## Graphic Designer

949.633.0080

Shannon\_Renz\_Valencia@yahoo.com

Website: hooty17.wix.com/Shannon

## Education

Saddleback Community College  
Graphic Design Certificate  
Graduated: 2015  
GPA: 3.84 Dean's List

Arizona State University  
Art Drawing & Art Education  
2 Bachelor of Arts  
Graduated: 2012  
GPA: 3.43 Cum Laude

## Honors

2012, Sponsored into KIWANIS  
Club Lake Forest

2012, Coordinator and  
participant of Look@ it! Art  
exhibition at ASU

2010-2012, Art Education  
Club Secretary at ASU

2011, Designed and coordinated  
mural for the Virgin of  
Guadalupe at Santiago De  
Compostella

2008, Awarded membership to  
National Society for Collegiate  
Scholar Leadership

## Strengths

Meticulous attention to detail  
Customer service skills  
Resourceful/ Thinks outside the  
box  
Time management  
PC and Mac knowledge  
Art & Architecture Background

## Personal Statement

Results oriented, with a proven track record of project planning and management. Well respected by managers, subordinates, and other peers. Excellent communication, organizational, decision-making and problem solving skills. Detail oriented and a creative thinker.

## Experience

**CSR Artist** Nov 2014 - current  
Trisoft, Costa Mesa, CA  
Customer Service, Attention to details, Data organization/entry, Quoting,  
Created marketing materials such as a promo bag and business cards

**Creative Director** Mar 2014 - Nov 2017  
Minuteman Press Lake Forest, Lake Forest, CA  
Customer Service, Created marketing materials from conception to print  
including business cards, flyers, banners, and booklets, Created corporate  
identities including logos, catch phrases, and color schemes, Fiery

**Web Design/Graphic Design Intern** Jan 2014 - Apr 2014  
Source Enterprises, Irvine, CA  
Utilized and taught fellow interns how to use Joomla, Asana, Filezilla, and  
various extensions and components such as Widgetkit, Gcalendar, and K2.  
Cleaned and converted image files. Designed company logos, favicons,  
advertisements, and websites. Represented interns during customer calls.

**Resident Service Agent** Feb 2013 - Aug 2014  
Talega Swim and Athletic Club, San Clemente, CA  
Focus on customer service including greeting visitors and responding to  
telephone and in-person requests for information. Organizer of  
information and files, place work orders. Review and clean website and  
files.

## Skills

Final Cut Pro

Flash

Microsoft Office

Fiery Command Workstation

Indesign

Photoshop

Illustrator

Some Experience

Intermediate

Proficient