

Kevin Muñoz

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Portfolio kevinmunoz.design

EDUCATION

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| The City College of New York | BA in Digital Design Class of 2018 GPA 3.77 Dean's List Fall 2016, Spring 2017 |
| LaGuardia Community College | AAS in New Media Technology Class of 2015 GPA 3.70 Dean's List All Semesters |

EXPERIENCE

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| Urban Scholars <i>Graphic Designer</i> September 2018–Present | <ul style="list-style-type: none">❖ Provide weekly maintenance for the program's main website including page and content updates while closely following the Program Director's guidelines for utilizing CMS and custom style sheet commands❖ Maintain online digital files and forms to ensure organization and ease of access❖ Produce digital and print marketing assets such as flyers, brochures and banners❖ Assist in editing and posting content, event reminders and updates to the program's main social media |
| W & R Wireless <i>IT Maintenance</i> November 2013–September 2018 | <ul style="list-style-type: none">❖ Resolved customer inquiries pertaining to mobile and desktop performance❖ Communicated software and hardware issues to customers to properly troubleshoot devices and provide any necessary repairs❖ Assisted in analyzing and placing orders for tools and replacement hardware in a timely manner to adhere to repair deadlines❖ Conducted desktop backups to ensure customer file preservations followed by providing fresh system installations of <i>Windows</i> and <i>macOS</i> |
| Freelance <i>Web Designer</i> June 2015–October 2017 | <ul style="list-style-type: none">❖ Led the development and launch of websites for non-profit organizations❖ Collaborated in generating new brand identity content including logos, business cards, and other marketing assets as well as social media implementation❖ Documented project processes to ensure quality assurance |
| Immigrant Movement International <i>Workshop Volunteer</i> January 2014–December 2015 | <ul style="list-style-type: none">❖ Assisted in organizing and scheduling of events, workshops and staff meetings❖ Assisted with maintaining data records including client information and payments❖ Conducted novice computer workshop with prepared lesson plans that involved utilizing basic OS software |
| Facility Merchandising Inc <i>Retail Assistant</i> June 2012–September 2013 | <ul style="list-style-type: none">❖ Member of sales team with product knowledge and transaction assistance❖ Provided customer service to select merchandise that best suited their needs❖ Provided occasional bilingual communication between associates and foreign customers |

SKILLS

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| Markup Languages & Software | CSS, HTML, jQuery, CMS <i>Wordpress</i> , <i>Dreamweaver</i> , <i>Illustrator</i> , <i>InDesign</i> , <i>Photoshop</i> , <i>Sketch</i> , <i>Microsoft Word</i> , <i>Excel</i> , <i>Powerpoint</i> |
| Certifications | Cisco Certified Entry Networking Technician, CompTIA Security+ |
| Interests | <ul style="list-style-type: none">❖ Information Technology both software and hardware-based❖ Exploration of UI/UX design involving complex problem solving |
| Languages | Spanish <i>Fluent</i> , French <i>Conversational</i> |