

# Kevin Muñoz

mrkeviners@gmail.com  
718.839.3198  
Portfolio [kevinmunoz.design](http://kevinmunoz.design)

## EDUCATION

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

## EXPERIENCE

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<b>Urban Scholars Program</b> <i>Graphic Design Intern</i> September 2018–Present	<ul style="list-style-type: none"><li>❖ Provide website maintenance including page and content updates while following program's guidelines utilizing CMS and custom style sheet commands</li><li>❖ Produce promotional assets including flyers and materials for printing</li><li>❖ Assist in using technology platforms to further program's awareness</li></ul>
<b>W &amp; R Wireless</b> <i>IT Maintenance</i> November 2013–Present	<ul style="list-style-type: none"><li>❖ Resolve customer inquiries pertaining to mobile, tablet and desktop performance</li><li>❖ Explain software issues to customers to inform them about the repairs needed</li><li>❖ Assist in analyzing and ordering device parts if necessary for hardware repairment</li><li>❖ Conduct backups to ensure customer file preservation followed by providing hard drive formatting for fresh installations of <i>Windows</i> and <i>Mac OS</i></li></ul>
<b>Freelance</b> <i>Web Designer</i> June 2015–October 2017	<ul style="list-style-type: none"><li>❖ Led the development and launch of websites for non-profit organizations</li><li>❖ Generated new brand identity development projects including logos, business cards, promotional assets and social media implementation</li><li>❖ Documented project processes to ensure quality assurance</li></ul>
<b>Immigrant Movement International</b> <i>Workshop Volunteer</i> January 2014–December 2015	<ul style="list-style-type: none"><li>❖ Assisted in organizing and scheduling of events, workshops and staff meetings</li><li>❖ Led group which facilitated and promoted organization's goals and public events</li><li>❖ Conducted novice computer workshop with prepared lesson plans that involved utilizing basic OS software</li></ul>
<b>Facility Merchandising Inc</b> <i>Retail Assistant</i> June 2012–September 2013	<ul style="list-style-type: none"><li>❖ Member of sales team with product knowledge and articulation skills</li><li>❖ Assisted customers in selecting merchandise that best suited their needs</li><li>❖ Provided bilingual communication for company associates and foreign customers</li></ul>

## SKILLS

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<b>Markup Languages &amp; Software</b>	CSS, HTML, jQuery, CMS <i>Wordpress</i> , <i>Dreamweaver</i> , <i>Illustrator</i> , <i>InDesign</i> , <i>Photoshop</i>
<b>Social Media</b>	Adept utilizing <i>Facebook</i> , <i>Twitter</i> , <i>Instagram</i> , <i>Tumblr</i>
<b>Certifications</b>	<i>Cisco Certified Entry Networking Technician</i> , <i>CompTIA Security+</i> , <i>Occupational Safety and Health Administration</i>
<b>Interests</b>	<ul style="list-style-type: none"><li>❖ Delving deeper into Information Technology involving software and hardware</li><li>❖ Exploration of UI/UX design involving complex problem solving</li></ul>
<b>Languages</b>	Spanish <i>Fluent</i> , French <i>Conversational</i>