

JUSTINE MENDOZA

iamjustinemendoza@gmail.com

510-439-7741

Education **California College of the Arts**
2004-2008 · *BFA Graphic Design*

Experience **ECOlunchbox**
2013-present · *Design & Marketing Lead*
Marketing across email, web, social platforms, and print publications. Development of print materials including catalogs, flyers and postcards. Content creation, including writing articles, product descriptions, posts across all social platforms and photography. Tracking and analysis of marketing and website metrics. Management of social media associate, collaboration with social media consultant and pr teams. Graphic design including rebranding, website, digital ads, social images, packaging, booth displays, and product design. Print design including catalog, business cards. Photography of products. Customer service, tradeshow, occasional order fulfillment and shipping.

PSY/OPS Type Foundry

2007-2014 · *Graphic Designer*

Print and screen design, posters, signage, type design and production, print and packaging design, web and interface design, educational mobile phone app design, social media content and promotion, as well as order fulfillment.

Best Musical Instrument Co.

2004-2012 · *Office Manager*

Accounts receivable, vendor accounts, customer service, customer rental accounts, annual inventory management and entry, shipping, receiving, staff training, web maintenance, sales, signage and displays.

Mastery of:

Adobe Illustrator
Adobe Photoshop
Adobe Indesign
Excel, Word and Powerpoint
Google Apps
Mail Chimp
Social Media (Facebook, Twitter, Instagram, and Pinterest)
Hootsuite & Later Scheduling
Big Commerce & Shopify Ecommerce

Experience with:

Adobe Lightroom
Google SEO
Google Analytics
Google Adwords
Html Web Design
JustUno Pop Ups
Final Cut Pro & iMovie
Garage Band & Logic Music Editing
Flash & After Effects
My Ship Rush
Shipstation
Stitch Labs Inventory Management
CRM software (Podio)
Quickbooks Pro

I'm also:

Bilingual (Spanish/English)
A collaborative worker
A creative thinker
A problem solver
Communicative
A quick study
Punctual