



JENIFFER ORIACH

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New Milford, NJ 07675

ABOUT ME

My name is Jeniffer Oriach. With a Bachelor's Degree in Advertising. My experience entails customer service, multitasking, as well as illustrations, branding, design and editing. Worked collaboratively with other professionals for the most efficient results. I am adaptable and can work well under pressure to meet deadlines. My previous employers can attest to my loyalty and commitment to the job.

EXPERIENCE

2021 - EGI Visuals

Graphic Designer, Quality Check, Project Assistant

- Prepare, edit, art files for printing
- Develop design based on clients requirements and produce proposals for approval.
- Collaborate with team for successful completion.

2021 - 613 Originals, LLC

Warehouse Managing, Heat Transfers Quality Check, and Shipping

- Checking, processing and clearing customers' orders for shipment
- Ensuring the customers' orders colors, material, and finishing are accurate and meet their needs.

2020 - Edward Feins, D.M.D PA

Receptionist, Document Filing

- Greet patients for their appointments, assisting them, and answering incoming calls.
- Processing bills, organizing files and patients records.

2019 - The Ash Center

Medical Records Filing & Digitalization to Electronic Filing

- Sorting all medical records alphabetically, and create a digital version of each patients folder.

2018 - Red Marketing (Digital Marketing Agency)

Graphic Designer & Social Media Digital Planner

- Create content, design graphics, and copywriting for social media accounts of different companies (El Gallego, Todo Frito, Rostro Perfecto)
- Organize posts by weeks on Instagram, Facebook and Twitter for clients
- Create logos, banners, and brochures.

2017 - Freelancer

- Design logos, flyers, invitations, posters, cards, cartoon characters
- Digital Planning for *Bella Pelle Laser Center*

2016 - Hard Rock Cafe Times Square

Hostess (Trainer & Rocker of the Month)

- Welcome and greet guests as they arrive
- Estimate wait times for guests
- Escort guests to their seats and provide a menu
- Arrange large parties from 40 to 100 guests, assign a section, and make sure their happy with our service
- Train new hosts on our team

EDUCATION

2019 - UNAPEC

Bachelor's Degree in Advertising
Santo Domingo, Dominican Republic

2013 - Centro Educativo de Bonao

Graduated Highschool
Bonao, Dominican Republic

SKILLS

Creativity - Efficiency - Multitasking
Communication - Bilingual - Google Suite
Microsoft Word - PowerPoint - Excel
Organization - Customer Service



REFERENCES

Darwin Sánchez, **Production Manager**
973.800.2215

Miguel Álvarez, **Warehouse Supervisor**
845.721.5925

Michelle Guerrero, **CEO Red Marketing**
829.570.3580