

Tanya Fernandes

Tucson, AZ. 85743
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tanyasdomain.com

S U M M A R Y

A multifaceted, creative designer with 19+ years experience in graphic design including specialized training in web development. Blends academic background in visual design and technology with hands-on in production and operations support to offer accuracy, timeliness, and profitability. Known for providing best-in-class customer service and developing training that instructs users on system utilization/improvement in a variety of business settings such as government, IT, healthcare, and education. Looking for an opportunity to leverage artistic expertise, problem-solving abilities, and technical skills at an innovative company that serves the public and/or humanity.

E X P E R I E N C E

Skills

Adobe InDesign
Adobe Photoshop
Adobe Illustrator
Adobe Acrobat
Adobe Bridge
Adobe Dreamweaver
Adobe XD
Adobe Flash
Adobe Lightroom
Adobe Premiere
Adobe Captivate
QuarkXpress
WordPress
Microsoft Office
FileMaker
HTML/CSS/JavaScript
3D Modeling
IT Hardware Support
Network Administration
Customer Service
Data Entry
Conversational Spanish

LEARNING A-Z Tucson, AZ | [learninga-z.com] | October 2017 — Present

Contract Graphic Designer, Publishing – Production and Design

- Produces Spanish multilevel books by implementing corrections from the Editorial department, color profiling photos, translating illustrations, and efficiently locking and saving completed deliverables and ancillaries for Internet upload
- Updated 1,000 existing resources in the Spanish Re-leveling Project (RLP)
- Cross-checked and moved 1,000 books and ancillaries in the Spanish RLP Quality Assurance (QA) Project, Migration Project, and a smaller number of horizontal top-bound books for Reading A-Z
- Generated Text Leveling System (TLS) documents for 60 Science A-Z books
- Created 180 English and 53 Spanish press PDFs for print projects
- Designed Intranet mock-ups demonstrating organization and user experience improvements

PIMA ACCOMMODATION DISTRICT Tucson, AZ | [schools.pima.gov] | June 2016 — August 2017

IT Specialist, CAPE School

- Upgraded 135 computers with memory, bios setup, reformatted drives, operating systems and software
- Configured policies and maintained user accounts on server
- Inventory equipment, serviced network computers, and implemented computers into classrooms
- Troubleshoot audio visual devices such as projectors and document cameras
- Redesigned logo and office forms
- Assisted with the immersion of STEM curriculum using code, robotics, and 3D printing

ADECCO ENGINEERING & TECHNICAL Tucson, AZ | [adeccousa.com] | March 2016 — June 2016

Contract Graphic Designer, Tucson Unified School District

- Determined marketing needs of schools and submitted SWOT analyses to the Communications Director
- Designed rack cards/door hangers, a brochure, social media shareables, and a website analysis for each K-12 school

METAMORPHOSIS DESIGNS Tucson, AZ | [tanyasdomain.com] | October 2015 — February 2016

Freelance Graphic Designer

- Produced business cards, flyers, brochures, and websites

PERFORMANCE ASSOCIATES INTERNATIONAL, INC. Tucson, AZ | [perfnet.com] | April 2012 — September 2015

Graphic Specialist

- Collaborated with engineers to interpret technical drawings and create graphics for hard-copy and computer-based training (CBT) manuals using Adobe Creative Suite and 3D modeling programs
- Coproduced with editors and programmers to meet deadlines and budget of projects, while producing high quality work of industrial mine and plant operation materials

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- Learned 3D modeling and new features in software upgrades to remain current with industry standards
- Offered new ideas to streamline workflow, improve efficiency, increase profits, and advance the company

METAMORPHOSIS DESIGNS Tucson, AZ | [tanyasdomain.com] | March 2011 — March 2012

Freelance Graphic Designer

- Created business stationary, flyers, posters, brochures/catalogs, newsletters, directories, and web projects

PIMA COUNTY PUBLIC LIBRARY Tucson, AZ | [library.pima.gov] | February 2006 — 2011

Graphic Design Specialist

- Designed marketing collateral for 27 branches to increase awareness and attendance of literacy programs
- Estimated time and monitored progress on annual projects to completion within deadline and budget
- Implemented operating procedures to simplify workflow and improve efficiency, consistency, and accuracy
- Maintained Community Relations documents and templates on the Intranet
- Tracked and approved distribution requests for organizations in the community

COUNTY OF SAN MATEO Redwood City, CA | [smcgov.org] | June 2001 — August 2005

Graphics Specialist/Marketing Assistant, San Mateo Medical Center

- Developed a departmental Internet presence using a content management system (CMS)
- Managed the hospital Intranet posting new and updated content
- Conceptualized flyers, brochures, posters, and newsletters for the hospital system and its 11 clinics
- Participated in press checks and the signage of proofs
- Formatted forms to comply with style guide standards

Web Developer, Information Services Department

- Assisted in the eGov project converting existing departmental websites over to CMS
- Redesigned, debugged, and updated the county Intranet and Internet sites

Graphics Associate, Employee and Public Services

- Provided support by reformatting existing forms and policies, and producing brochures and newsletters
- Converted long volumes of manuals into PDFs for online viewing and navigation
- Redesigned and built templates for the Employee Benefits division's web pages coding HTML and using graphic interface and information design

DOUGLAS PRINTERS Menlo Park, CA | March 1999 — September 2000

Graphic Artist

- Typesetted, designed layouts, and accurately produced camera-ready artwork for 1-4 color-process or spot color printing in a timely manner
- Thorough knowledge of flatbed scanning, stripping, imagesetting, plate making, paper stocks, and typefaces
- Answered phones, prepared quotes, and processed customer orders

EDUCATION

Southern New Hampshire University Online | Anticipated completion December 2018

Bachelor's in Graphic Design & Media Arts, with a concentration in Web Design

College of San Mateo San Mateo, CA

Digital Media with specialization in Web Design/Multimedia

OICW Vocational Training Menlo Park, CA

Print Technology certificate in computer graphics, desktop publishing/pre-press techniques, and operation of printing presses

San Jose State University San Jose, CA

Graphic Design

References

Available upon request