



# ADELA SUAREZ

(856)206 6608  
asuarez3@verizon.net  
www.avs-designer-com

## OBJECTIVE:

To obtain a challenging and rewarding position as a graphic designer in your institution in which will utilize my education and professional experience.

## SOFTWARE SKILLS:

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Adobe Premiere Pro
- Adobe Flash
- Adobe Dreamweaver
- Adobe Premiere Pro
- HTML
- SQL

## OFFICE SKILLS:

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Visio
- Great Customer Services
- Office Equipment

## LANGUAGE:

Bilingual: English/Spanish

## EXPERIENCE:

**Andrea's Arts** 2011 - present  
Graphic Design Intern  
Cherry Hill, NJ

- Worked closely with client to create promotional materials for Art workshops.
- Designed Advertisement and Layout for Flyers and Business Cards.

**Orb light group** 2011 - present  
Graphic Design Intern  
Pennsauken, NJ

- Worked with a team of designers to help develop website.
- Assisted with attended client meetings to build layout for company website.
- Resized images for website.

**AVS Freelance** 2010 – present  
Graphic Designer  
Camden, NJ

- Logo Design: Collateral Design
- Display Ad Layout: Flyers
- Product Packaging: Bubble Pack/ Product Boxes
- Posters: Banners and signs

**Caesar Casino** 2008 - 2010  
Pit Clerk  
Atlantic City, NJ

- Updated player marker data in the computer system and drawer computerized marker.
- Used casino system to open and close gaming tables, inputs table fills and credits, issues markers and front money withdrawals and input customer ratings.
- Promoted outstanding customer relations.

## EDUCATION:

**Anthem Institute** 2010 to 2011  
Graphic Designer and Animation  
Cherry Hill, N.J

**Technical Institute of Camden County** 2006 to 2007  
Unit Secretary Coordinator  
Camden, N.J

**Rowan University** 2004 to 2006  
E.S.L. English as a Second Language (1level to bridge level)  
Camden, N.J

**Universidad Internacional de Andalucía** 1999  
Master in Human Resources  
Huelva-Spain

**Universidad de Educacion** 1983-1991  
Bachelor: Business Administration  
Lima-Peru