



Contact

(914) 886-3578

Elenarcis1995@gmail.com

www.ereisdesigns.com

Westchester, NY

EDUCATION

BBA International Business

IONA COLLEGE, NEW ROCHELLE, NY
CONCENTRATION IN MARKETING

LANGUAGES

ENGLISH

PORTUGUESE

SPANISH

SOFTWARE SKILLS



Elena Reis

GRAPHIC DESIGNER

PROFESSIONAL SUMMARY

A HIGHLY MOTIVATED, TALENTED, AND FLEXIBLE GRAPHIC DESIGNER WITH A PROVEN RECORD OF FLAWLESSLY DELIVERING CREATIVE DESIGN SOLUTIONS. HAS THE ABILITY TO DEVELOP AND MANAGE PROJECTS FROM CONCEPTUALIZATION TO DELIVERY, ENSURING ALL WORK IS EFFECTIVE, PROPER, AND IS DELIVERED WITHIN THE AGREED TIMEFRAME. EXCEEDINGLY CAPABLE OF QUICKLY ADAPTING TO NEW AND EVER-EVOLVING ENVIRONMENTS WITHOUT EVER COMPROMISING THE OUTSTANDING QUALITY OF HER WORK.

WORK EXPERIENCE

Self-Employed Graphic Designer

WESTCHESTER, NY | AUGUST 2021 - SEPTEMBER 2024

- DESIGNED AND DEVELOPED CONCEPTS AND DESIGNS FOR INSPIRING MAKERTING MATERIALS.
- SUCCESSFULLY CREATED LOGO DESIGNS, WEB GRAPHICS, AND PACKAGED PRODUCTS FOR A VARIETY OF CLIENTS.
- EFFECTIVELY COLLABORATED WITH CLIENTS TO ENSURE THEIR NEEDS AND EXPECTATIONS WERE MET.
- DETERMINED THE STYLE, TECHNIQUE, AND MEDIUM BEST SUITED THE PROJECT THAT RESONATED WITH THE INTENDED AUDIENCE.
- WORKED UNDER TIGHT DEADLINES TO DELIVER HIGH-QUALITY RESULTS IN TIMELY MATTER.

Graphic Designer

ENVOGUE INTERNATIONAL LLC. | NEW YORK, NY | DECEMBER 2018 - AUGUST 2020

- DESIGNED AND PRODUCED PACKAGING FOR BOTH DOMESTIC AND INTERNATIONAL MARKETS.
- CREATED DIE LINES AND PACKAGING FOR SEVERAL DIFFERENT LICENSES SUCH AS: CATHERINE MALANDRINO, BEBE, NANNETTE LEPORE, AND WENDY BELLISSIMO.
- STRONG ADOBE CREATIVE SUITE SKILLS (FLUENT IN ILLUSTRATOR AND PHOTOSHOP) WITH AN ABILITY TO UTILIZE LAYOUT, TYPOGRAPHY, AND COLOR PRINCIPLES.
- ACTIVELY SOUGHT IMPROVEMENTS ON EXISTING WORKFLOWS, INTERNATIONAL, AND EXTERNAL RELATIONSHIPS.
- CREATED A WIDE VARIETY OF BRANDS BASED ON SPECIFIC STYLES REQUESTED BY CLIENTS.
- MANAGED MULTIPLE PROJECTS FROM CONCEPT TO COMPLETION WHILE ALSO ADHERING TO STRICT TIME SCHEDULES AND MAINTAINING DESIGN FILES.
- PRODUCT IMAGE RETOUCHING USED FOR BOTH PHYSICAL PACKAGING IMAGERY AND E-COMMERCE IMAGERY.
- COLLABORATED WITH UPPER MANAGEMENT TO CREATE PLANOGRAMS THAT MAXIMIZED SALES.

Showroom and Office Assistant

ENVOGUE INTERNATIONAL LLC. | NEW YORK, NY | JANUARY 2017 - DECEMBER 2018

- MANAGED ALL PACKAGES BOTH SHIPPED AND RECEIVED.
- RECORDED AND TRACKED ALL IN HOUSE PRODUCTS AND SAMPLES.
- MAINTAINED A CLEAN, ORGANIZED, AND FULLY STOCKED OFFICE.
- COLLABORATED WITH THE DESIGN TEAM TO CREATE AND MAINTAIN BEAUTIFUL AND TRENDY SHOWROOM DISPLAYS.
- COORDINATED MEETING, APPOINTMENTS, AND TRAVEL ARRANGEMENT FOR SUPERVISORS AND MANAGERS.

PROFESSIONAL SKILLS

- ABILITY TO MULTI-TASK AND MEET DEADLINES, HIGHLY DETAIL ORIENTED AND CREATIVE.
- SUPERIOR ORGANIZATIONAL SKILLS AND EXCELLENT COMMUNICATION SKILLS.
- HIGHLY CAPABLE OF WORKING ON TASKS BOTH INDEPENDENTLY OR IN GROUP SETTINGS.
- UNIQUE AND STRONG COMBINATION OF ANALYTICAL AND CREATIVE DESIGN SKILLS.
- ABILITY TO MULTI-TASK AND TAKE ON NEW RESPONSIBILITIES WHEN NEEDED.



Elena Reis

GRAPHIC DESIGNER

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REFERENCES

Whitney Kimchi | BRAND DEVELOPER MANAGER

ENVOGUE INTERNATIONAL LLC.
230 FIFTH AVE, NEW YORK, NY 10001
CELL: (516) 728-2729

NOTE: WHITNEY WAS MY MANAGER FOR MY TIME ON THE BRAND DEVELOPEMENT TEAM AT ENVOGUE INTERNATIONAL.

Erica Aurelio | SENIOR PRODUCTION COORDINATOR

ZAR GROUP APPAREL
1450 BROADWAY 18TH FLOOR, NEW YORK, NY 10018
EMAIL: ERICAR1990@AOL.COM
CELL: (914) 826-3579

NOTE: ERICA WAS MY MANAGER FOR MY TIME AS AN OFFICE & SHOWRROM ASSISTANT AT ENVOGUE INTERNATIONAL LLC. SHE NOW CURRENTLY WORKS FOR ZAR GROUP APPAREL.

Ruth Harvin | AFTERMARKET SALES & CSAT LEADER

PTI - PACKAGING TECHNOLOGIES & INSPECTION
8 SKYLINE DR, HAWTHORNE, NY, 10532
CELL: (914) 364-1799