

CENOVIA VILLEGAS

GRAPHIC | WEB DESIGNER

REPRESENTATIVE OF

T 305.647.8064

cvillegas@cavdesignstudio.com
cavdesignstudio.com

EDUCATION

January 1998 – December 2002

GRAPHIC DESIGN
PARSONS SCHOOL OF
DESIGN, NEW YORK

June 2000 – August 2000

**INTENSIVE PROGRAM
IN PHOTOGRAPHY**
PARSONS SCHOOL OF
DESIGN, FRANCE

SKILLS

- **ADOBE**
Photoshop, Illustrator,
InDesign, Dreamweaver
and Acrobat
- **MICROSOFT OFFICE**
PowerPoint, Excel and Word
- **CSS and HTML**
- **Experienced with Mac
and Windows Platform**

LANGUAGES

- **ENGLISH**
- **SPANISH**

EXPERIENCE

FREELANCE GRAPHIC | WEB DESIGNER

CAV DESIGN STUDIO, FLORIDA | 2006 - Present

Design corporate identity, brand collateral, print and digital advertisement, environmental graphics, event invitations, magazine layout, product packaging, book and CD covers, banners and display signs. Design and edit offering memorandums and PowerPoint presentations utilizing Excel charts and graphs. Design and maintain websites, banners and advertisement for the web. List of clients include real estate management and investment companies, advertising firms, financial institutions, consumer products, law firms, healthcare and medical practices, engineering firms and travel and fashion industry. The most recent projects have been at BoatArt, Inc., Royal Caribbean, CruiseOne, GL Homes, Bridge RE Group and JMG Advertising.

GRAPHIC DESIGNER/PREPRESS SPECIALIST

SIR SPEEDY, FLORIDA | 2005 - 2006

Designed and revised corporate identity, magazine layouts and inserts, brochures, banners, signs, fliers, posters, coupon design, door hangers, direct mail, book and cd covers. Retouched and scanned images. Resized documents, copy changes and typeset. Corrected client files when needed and prepared documents for in-house printing process and for outside vendors. Acted as liaison between clients, outside vendors and contractors.

PRESENTATION SPECIALIST AT LAZARD FRERES

CUSTOM STAFFING, NEW YORK | 2004 - 2005

Responsible for creating and editing high-end client and internal confidential presentations and screenshows, legal and internal documents, creating financial tables and charts. Also responsible for recreating existing company logos and designing and editing posters for internal company recruiting. Other responsibilities included interacting with bankers on details of projects and providing specifications and ideas regarding formatting and layout needs while insuring to maintain company identity throughout all documents.

PRESENTATION SENIOR LEAD AT BANK OF AMERICA

BOWNE BUSINESS SOLUTIONS, NEW YORK | 2001 - 2003

Acting supervisor for the evening shift. Liaison between bankers, presentation specialists and proofreaders. Responsible for prioritizing, coordinating and managing the workflow for each project and complying with banker's deadlines. Provided software support and pitchbook design and layout requirements for presentation specialists and bankers. Also performed presentation work creating and editing confidential presentations, legal and internal documents, financial tables and charts, and recreated existing company logos.

REDESIGN AND SOFTWARE SUPPORT AT MORGAN STANLEY DEAN WITTER

A. TAYLOR LTD, NEW YORK | 1997 - 2001

Responsible for the implementation of pitchbook design and layout requirements for presentations, software support and training for presentation specialists and local and global bankers.