

# KIKO SANCHEZ Graphic Designer

757 Jewel Pl. NE • Albuquerque, NM 87123 • Tel: 505.249.6413 • kikosanchez@hotmail.com

## Skills

- Solid background and experience in traditional and contemporary design
- Exceptionally well organized with a strong work ethic
- Demonstrated ability to produce media and graphics under time pressures and short deadlines
- Ability to understand and meet client's needs and expectations
- Proven ability to learn quickly and apply new technologies

### Advanced experience in the following applications:

- Adobe Photoshop ®
- Adobe Acrobat ®
- Microsoft Word ®
- Microsoft Power Point ®
- Adobe InDesign ®
- Quark Express ®
- Microsoft Internet Explorer ®
- I-Movie, I-DVD ®
- Adobe Illustrator ®
- Macromedia DreamWeaver ®
- Microsoft Excel ®
- Adobe FinalCut Pro ®

## Education

Eastern New Mexico University, December 2002  
Bachelor of Science in Graphic Design  
Minor in Computer Animation

## Professional Experience

**Kiko Productions** (December 2004 to Present)

### Owner, Designer, Videographer

- Run and manage a full service Graphic Design and Videography Business
- Handle all aspects of Design projects from the initial concept to final print
- Design projects include creation of logos, large format media, trade show materials, print ads, flyers, invitations, brochures and other print pieces along with coordinating the production of printed pieces
- Create layouts for websites, digital newsletters, and email campaigns
- Film, edit, create DVDs for weddings, athletic highlight video's and tribute video's
- Clients include such companies as Las Cruces Public Schools, The Education Center, Coaching Charities, Masks y Mas, New Mexico Film projects and many more throughout New Mexico

**Northrop Grumman** (March 2005 to Present)

### Part-Time Graphic Designer

- Creation and Preparation of proposal related graphics
- Design and production of covers, backs, charts, graphs, tables, maps, and other items related to the specific needs of the proposal
- Prepare and coordinate print ready artwork and coordinate the final print production of the proposal

**Sandia National Laboratories** (April 2003 to March 2005)

### Graphic Designer/Web Designer

Graphic Designer for the Corporate Education Development & Training Department designing web pages, course materials, brochures, flyers, posters, etc.

- Participating member of the marketing team which included developing various marketing campaigns and developing marketing processes and procedures for the departmet
- Designed and developed a Corporate Style Guide that established a corporate brand and identity system
- Created and maintained a website to orient new employees to Sandia
- Created a Course Material Print Preparation Guide
- Participating member of the Tier Development Program team awarded with Sandia National Laboratories President Quality Award for exceptional achievement, 2004
- Participating member of the New Employee Orientation team awarded with Sandia National Laboratories President Quality Award for exceptional achievement, 2004

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## **Sandia National Laboratories, Albuquerque, NM, (Spring 2003) Student Intern/Graphic Designer, Creative Arts Department,**

- Worked with Corporate image archives, archiving images in the extensive C-quest database
- Used photoshop to assist in retouching archived images
- Created CD's for various uses

## **ENMU Media Services, Portales, NM (Spring and Fall Semsters 2001 & 2002) Graphic Designer**

- Met the needs of customers by creating large-scale posters, flyers, and brochures
- Laminated, mounted, etc, so that the final product was professional quality

## **ENMU Newspaper "the Chase", Portales, NM (Spring and Fall Semesters 2001 & 2002) Photo Editor/Staff Photographer/Layout Designer**

- Shot, scanned, and edited photos for weekly newspaper
- Responsible for distribution of photo assignments among staff photographers
- Designed layout of the photos on the page
- Input on which photos were used

## **Sandia National Laboratories, Albuquerque, NM (Summer 2002) Corporate Education, Development & Training Department Student Intern/Web Designer**

- Web authoring/editing (graphics documents, HTML documents)
- Participating team member in development of SNL's first online training course using streaming video

## **References**

Available upon request