

VIVIANA GARCIA

DOB: August 21, 1996

Address:

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Tolleson, AZ 85353

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Art inquiry email:

Vgdraw13@gmail.com

LinkedIn:

<https://www.linkedin.com/in/viviana-garcia-210b7a148/>

Portfolios:

- Personal:
<https://garciaviviana10.wixsite.com/vivianagarcia-1>
- Artworks:
<https://garciaviviana10.wixsite.com/vgdraw-1>
- Photography:
<https://garciaviviana10.wixsite.com/photosbyvivi>

Skills

- Bilingual (English/Spanish)
- WINDOWS ME/NT/XP
- MAC
- Microsoft Office: Word, Excel, PowerPoint
- WordPress
- Wix
- Notepad++
- SketchBook
- Medibang
- Adobe Suite
- 2D Design
- Graphic Design
- Illustration
- Photo Editing
- Canva

Objective: To obtain an opportunity to apply my education and experiences in an encouraging and positive environment while expanding new skills. I hope to grow with the company to challenge myself.

Education

• **La Joya Community High School**

11650 W Whyman Ave
Avondale, AZ 85323

• **Estrella Mountain Community College**

3000 N Dysart Rd
Avondale, AZ 85392

Degrees and Certification

- **Associate in Applied Science- Culinary Studies @** Estrella Mountain Community College
- **Certificate of Culinary Studies @** Estrella Mountain Community College
- **Certificate of Culinary Principles @** Estrella Mountain Community College
- **AA Fine Arts-Art @** Estrella Mountain Community College and Phoenix College
- **Web Design and Development @** Estrella Mountain Community College and Rio Salado College

Experience

2017-Present

Freelance Graphic Designer & Photographer: VGDRAW

- Vendor
- Graphic design/ illustrator
- Custom work for clients
- Fill, pack, ship custom orders
- Capture landscape, microscopic photos
- Edit photos
- Work with props
- B2B
- UX design
- Communications Coordinator

Jan. 4, 2022-Present

Human Resources Administrative Assistant: Union Elementary School District

- 3834 S. 91st Ave,
Tolleson, AZ 85353
- Communications
 - Advertising/Designing Flyers
 - Hiring/ Recruitment
 - Clerical
 - Requisitions

- Bus Monitor
- Data Entry

2007 – 2022**Owner/Vendor:** Viviana Ice Cream

- Strive to provide excellent customer service with customer's orders
- Communicating with the customers
- Give correct change
- Vendor

Sept. 22, 2020 - Dec. 17, 2021**Crossing Guard & General Aide:** Legacy Traditional School-Phoenix
4545 N 99th Ave,
Phoenix, AZ 85037

- Crossing Guard: Cross children safely across the main street intersection
- General Aide: lunch and recess monitor, help out teachers in classroom
- Clerical: Help front office, run 300+ copies, file

May 15, 2020- Sept. 19, 2020**Cashier:** Dollar Tree
9820 W Lower Buckeye Rd Ste 115,
Tolleson, AZ 85353

- Handle change
- Communicate with customers
- Stock up items around cashier area

Aug. 2019- Dec. 2019**Associate:** Kohl's
3000 S 99th Ave
Tolleson, AZ 85353

- Truck unload
- full fill online orders
- full fill online pick up in store orders
- Put product out to the store floor

Jan. 2019- Aug. 2019**Assistant Pastry Chef:** Kneaders Bakery & Café
10112 W McDowell Rd,
Avondale, AZ 85323

- Strive to provide pastries as soon as possible.
- Prepare the baked goods.

Jan.- May 2017**Cashier:** Estrella Vista Elementary School @
Littleton Elementary School District #65
11905 W Cocopah St.
Avondale, AZ 85323

- Strive to provide excellent customer service with customer's orders.
- Communicating with the customers
- Give correct change.
- Provide breakfast

Exhibitions

- 2018** **Art Exhibition @** Estrella Mountain Community College
3000 N Dysart Rd
Avondale, AZ 85392
- 2018** **EMCC AAFA Exhibition @** Avondale Civic Center Library
11350 W. Civic Center Drive
Avondale, AZ 85323
- 2018** **Mariposa Literary Review @** Estrella Mountain Community College
3000 N Dysart Rd
Avondale, AZ 85392
- 2021** **Pancakes and Boost Art Show @** The Duce
525 S. Central Ave.
Phoenix, AZ 85004
- 2022** **Pancakes and Boost Art Show @** The Duce
525 S. Central Ave.
Phoenix, AZ 85004