# **ELYSSA VELEZ**

# EDUCATION

SAVANNAH COLLEGE OF ART AND DESIGN (SCAD) BACHELOR OF FINE ARTS GRAPHIC DESIGN MINORS PHOTOGRAPHY, FASHION MARKETING AND MANAGEMENT DEANS LIST 2012 - 2018 GRADUATION MAY 2018

## **AFFILIATIONS**

AMERICAN INSTITUTE OF GRAPHIC ARTISTS (AIGA) ATLANTA CHAPTER MEMBER

# **KEY SKILLS**

ADOBE CREATIVE SUITE PROBLEM SOLVING SKETCH PRINT KNOWLEDGE INVISION BASIC HTML5 & CSS3 CONTENT MANAGEMENT DIGITAL MARKETING SOCIAL MEDIA NETWORKING TYPOGRAPHICAL HIERARCHY PROJECT MANAGEMENT PLANNING LEADERSHIP VISUAL COMMUNICATION

# EXPERIENCE

## FREELANCE

### GRAPHIC DESIGNER

In house designer for Dutchmans Designs; rework brand identity, overhaul wesbite and maintain web content, create and maintain social media posts, curate weekly newsletters, design sale flyers and graphics, increase overall customer engagement and online sales. Create website for Far Traveler Comics and set up e-commerce site. Design newsletter template and RFP template for the Alinea Group. Create business cards and e-mail signatures for ClearGear Sport spray. Design wedding, birthday party, and baby shower invitations for multiple clients.

# JAVA CATS CAFE

CUSTOMER FOCUS & DIGITAL MEDIA MANAGER JUNE 2017 - PRESENT Design and maintain the online e-commerce site via squarespace. Gather data using the analytics to make judgements on marketing and sales patterns. Create content for retail pieces including stickers, t-shirts, magnets, and mugs. Greet guests and check them in for the cat lounge. Provide customers with outstanding customer service. Respond to all Java Cats e-mails in a timely and professional manner. Schedule events and parties for guests.

## BULLET MUSIC

### LEAD DESIGNER & PHOTOGRAPHER

# Manage Design team and create graphics including headers, giveaways, and monthly content pieces for both the online site and social media. Create content for our artist spotlight sponsors and communicate with the client to meet their needs. Delegate tasks to design team members to ensure content deadlines are met. Communicate actively with other teams on content and deadlines. Member of the photo team, taking photos at shows and events for Bullet Music and submitting them for review in a timely manner.

### VANS

### FLOOR SUPERVISOR

#### MAY 2018 - MARCH 2019

Manage a team of 50+ associates. Maintain retail standards both on the floor and in backstock. Ensure floorsets are completed to company standards. Create memorable moments through customer engagement and troubleshoot any customer complaints. Maintain professional contact with our district manager and other store managers in the area daily via e-mail, conference call, or yammer.

# SCAD ATLANTA RADIO

### MUSIC DIRECTOR

### MARCH 2017 - MARCH 2018

Kept professional contact with music promoters from all over the country. Filtered through music on a weekly basis and curated the station's overall sound for regular rotation. Completed top 40 and top adds charts on a weekly basis. Assisted in new DJ training courses and approval of specialty show submissions.

#### NOVEMBER 2016 - PRESENT

### JANUARY 2018 - PRESENT