



PANTOJA
DESIGN

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QUALIFICATIONS

- Windows and Macintosh
- Adobe Creative Suite
- Quark XPress
- Microsoft Office Suite
- Macromedia DreamWeaver
- Macromedia Flash
- Adobe Premiere
- PC hardware maintenance & repair
- Illustration and sketching in traditional media
- Digital & film photography
- Takes direction well
- Results oriented
- Detail oriented
- Deadline oriented
- Team player
- Bilingual (Spanish)
- Customer service excellence
- Oral and written communication skills
- Brand strategy and concepts
- Team leadership experience
- Project management experience
- Self-motivated
- Problem-solver

CAREER HISTORY

Make-A-Wish Foundation of America Phoenix, AZ 2004–present
Graphic Design Assistant/Communications Resource Specialist

- Print and web collateral for internal communications and nation-wide advertisement
- Technical and artistic consultation to the Marketing Director and external affiliates
- Analog and digital video production

Accomplishments: lead an interdepartmental project that converted the image database to a globally accessible Internet-based repository for Make-A-Wish designers and associates; designed fund-raising print and Web collateral that contributes to a steady increase of donations and volunteerism; redesigned internal communications that now conveys a fresh new corporate professionalism; conducted the digitization of the national office's entire video library.

Loyola University Health System Maywood, IL 1997–2003
Administrative Secretary

- Administrative support the Executive Medical Director of the Center for Clinical Effectiveness.
- Manage various projects including the prioritization, execution, and/or delegation.
- Conduct department budget monitoring, balancing, and forecasting.
- Coordinate or contribute to complex projects and annual Quality Improvement Symposia.
- Compose and format correspondence, presentations, and advertisement.

Accomplishments: coordinated and facilitated *Team Vitality Training*; significantly contributed to the Integrated Advanced Information Management Systems Grant Application—awarded \$400,000; coordinated the Joint Commission for Accreditation of Health Care Organizations preparation, education, and awareness.

EDUCATION

The Art Institute of Phoenix Phoenix, AZ March 2007
Bachelor of Arts in Graphic Design

Loyola University Chicago Chicago, IL Jan–Dec. 2003
Studies in Graphic Design and Fine Arts

PROFESSIONAL ASSOCIATIONS

National Association of Photoshop Professionals 2006–present
Member

American Institute of Graphic Arts 2007–Present
Member

HONORS & AWARDS

Make-A-Wish Foundation of America 2004–present
Multiple service awards

The Art Institute of Phoenix 2004–2007
President's Honor Roll; Dean's Honor Roll

Loyola University Health System 2001–2003
Multiple service awards