

DONNA MEDINA 832.690.7507 • HOUSTON, TEXAS 77080

medinacat@sbcglobal.net creative@demgraphix.com

portfolio: <http://https://demgraphix.com/image-aware-through-creative-design>

Linkedin: <http://www.linkedin.com/in/donnamedinagraphicartist>

SOFTWARE AND SKILLS

Adobe Acrobat
Adobe Illustrator
Adobe InDesign
Adobe Photoshop
Communication
Computer Maintenance
Copywriting

Deadline Driven
Digital Photography
Digital Printing
Dreamweaver
Fast/Accurate Typist
Mac/PC Versatile
Microsoft Excel

Microsoft PowerPoint
Microsoft Word
Quark Xpress
QuickBooks
Photo Retouching
Prepress/Preflight
Problem Solver

WORK EXPERIENCE:

MARKETING, GRAPHIC DESIGN

October 2017/February 2018: John Daugherty, Realtors, Houston, TX (contract)

May 2012/February 2016: John Daugherty, Realtors, Houston, TX

Work as part of the marketing team for one of Houston's top luxury real estate agencies. Design, production and agent support.

GRAPHIC DESIGN

September 2017/November 2017: University of Houston Downtown, Houston, TX (contract)

Set up templates and style sheets for complete marketing update.

MARKETING, GRAPHIC DESIGN, SALES

June 2003/Present: DEMgraphix, Houston, TX

Self owned design/consultant business. Public relations, marketing, networking, general office activity, consultation, design, vendor relations and pre-press.

MARKETING, GRAPHIC DESIGN, PRE-PRESS

June 2003/February 2004: HOUSTON SPORTS ATLAS, Houston, TX

Design, marketing, sales, editorial editing and execution of a twice monthly, free sports newspaper.

GRAPHIC DESIGN/PRE-PRESS

August 1999/March 2003: QUALITY COMMERCIAL PRINTING CO., Houston, TX

Design/layout/prepress in high demand environment. Worked closely with clients on projects and saw them through from inception to completion. All areas of pre-press operations, constant communication with the pressmen. Assisted owners with daily operations.

PUBLIC RELATIONS, GRAPHIC SUPERVISOR

September 1987/October 1998: TUNE-IN PUBLICATIONS, Houston, TX

Worked with radio stations throughout the U.S. producing monthly music magazine. Designed advertising/editorial layouts. Supervisor, computer maintenance, prepress/press checks.

RETAIL SALES, TYPESETTER

July 1985/August 1987: KEY PRINTING & OFFICE SUPPLY INC., Huntsville, TX

Store: Assisted customers, purchasing and inventory.

Press: Typesetting, layout/design. Worked with clients to design/produce finished job.

**I also have my own hand-painted sign business
that I market and promote on Facebook.**

Please visit at <https://www.facebook.com/squirrelsandacorns/>