

Monica Jimenez

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EDUCATION

Virginia Commonwealth University, Richmond, VA

BFA in Fine Arts, Graphic Design

May 2022 (expected)

GPA: 4.0

Dean's List

Tau Sigma Honor Society Member

Pontificia Universidad Catolica del Peru, Lima, Peru

BFA in Fine Arts, Sculpture

2004 - 2008

GPA: 3.57

WORK EXPERIENCE

Latinos in Virginia Empowerment Center, Richmond, VA

January 2020 - Present

Outreach & Volunteer Coordinator

- Develop all digital and printed communication materials for the different outreach programs
- Coordinate the participation in outreach events in the Hispanic community and community at large
- Organize and supervise the volunteer programs

Dominion Energy, Richmond, VA

June 2020 - August 2020

Instructional Design Intern, Systems Protection Area

- Participated in the redesign of different elements of The ET Wire website for the System Protections Area
- Redesigned forms and learning materials to make communications easier, cleaner and more effective
- Helped with the layout and design proposal for the new learning eBooks

Virginia Hispanic Chamber of Commerce & Foundation, Richmond, VA

February 2018 - December 2019

Marketing & Communications Coordinator

- Oversaw the creation and development of all digital and printed graphic materials and social media campaigns
- Coordinated and supervised the Legal Assistance Clinics, workshops, networking events and internship program
- Participated in the coordination of small, medium and large-size events and planned their publicity

Markham College, Lima, Peru

April 2013 - April 2017

In-house Graphic Designer

- Designed all digital and printed graphic materials for the Early Years and Lower School Sections
- Photographed and videotaped events to maintain the media galleries
- Participated in the redesign of the website

Taller de Confecciones San Luis - Kidsmadehere, Lima, Peru

January 2012 - March 2013

Fashion Analyst

- Second in charge of the Fashion Design Area
- Monitored collections to attain balance between Sales Department requirements and Design Area production

SKILLS

- Adobe Illustrator • Adobe Indesign • Adobe Photoshop • Native Spanish Speaker • Fluent in English