



EMAIL clordonez@gmail.com | GOOGLE PHONE +1 (347) 850-0716 | WEB chloelynnordonez.com

**profile** A creative, spirited, detail-oriented, multi-tasking graphic designer with over ten years of experience in web and layout design, as well as four years in digital illustration and branding. Possesses the ability to work well under pressure and has a mild obsession with organizing things.

## skills

Adobe Photoshop, Illustrator,  
InDesign, Dreamweaver, After Effects,  
Flash, Bridge and Fireworks  
Microsoft Office Word, Excel and  
Powerpoint  
Efficient on Mac and PC platforms

## proficiency in

Basic HTML and CSS  
QuarkXpress  
Google Analytics  
Feedburner  
Wordpress  
Photography  
Photo Retouching

## work experience

**Office Assistant - Seabury Group LLC**  
New York, NY (05/2006- 01/2007)

**Sales Associate - Espirt**  
Edison, NJ (01/2006 - 04/2006)

**Stock Manager - Ann Taylor Loft**  
Livingston, NJ (08/2003 - 12/2005)

**Hostess/Lounge Server - Sushi Lounge**  
Morristown, NJ (04/2005 - 08/2005)

**Keyholder - Aeropostale**  
Livingston, NJ (08/1998 - 05/2003)

## creative experience

**The Boudoir Divas** San Diego, CA 04/2011 - 06/2011

### Photo Retouching Intern

- Assisted lead photo retoucher and album designer
- Airbrushed and retouched photos for clients
- Provided support in preparation for client arrivals and photoshoots

**Seabury Group LLC** New York, NY 05/2006 - 02/2009

### Investment Banking Analyst Pool 11/2008 - 02/2009

- Responsible for editing text, creating charts and graphics for MS PowerPoint presentations and binding presentation books for client meetings
- Produced Public Information Books for potential clients
- Kept track of company subscriptions

### Graphics Coordinator 01/2007- 11/2008

- Maintained content on website and created graphics
- Worked with design team for launch of new company websites and branding
- Created logo designs for smaller divisions of company
- Managed proofing process of letterheads, envelopes, business cards and deal toys

**Gravity Design Works Incorporated** Newton, NJ 01/2004 - 05/2004

### Graphic Design Intern

- Supplied research and assisted in design of logos and advertising campaigns for local and national companies
- Participated in meetings with clients to execute the best possible creative concepts across all visual spectrums (i.e. press kits, line sheets, web layouts, magazine ads)
- Experienced projects from start to finish and assisted designers in printing and packaging process, and participated in production of print and promotional items

## education and affiliations

**Bachelor of Science in Graphic Design**  
The Art Institute of California San Diego, CA  
September 2011

### Certificate in Web Development

Associate of Applied Science in Graphic Design  
County College of Morris Randolph, NJ  
January 2004

**AIGA (American Institute of Graphic Arts) Member**  
February 2011 - Present