

# Claudia Vellandi

## PROFESSIONAL PROFILE

I have enjoyed working as a professional Graphic Designer for over 18 years in the IT industry. My career in marketing has given me a versatile set of creative and technical skills, an orientation toward process, dedication to quality, and experience interacting with people of diverse ages, cultural heritage and backgrounds.

Providing excellent customer service is the part of the job that I enjoy most. It has been gratifying to engage and support the goals of many people in corporations where I've worked, and the places I've volunteered.

Experienced Versatile Collaborative Professional Efficient Flexible

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Maple Valley, WA

## KEY SKILLS

Graphic Design  
Customer Service  
Problem Solving  
Time Management  
Professional Attitude  
Communication  
Advanced Computer Skills

## TECHNICAL

Proficient on both Mac and Windows platforms.

Advanced Skills:

Adobe Creative Suite  
Photoshop  
InDesign  
Illustrator  
Lightroom

Microsoft Office

PowerPoint  
Word  
Excel  
Visio

## WORK EXPERIENCE

Graphic Designer, Creative Services, 10/1995 – 7/2017

**Zones, Inc., Auburn**, Provides advanced IT solutions and services to businesses.

Successfully supports marketing in the advancement of key strategies, provides digital creative services across the organization, and brand standards guidance to the corporate community. Regularly earned awards for providing engaging graphic design while following best practices in support of headquarter employees, field offices, and partner representatives. Collaborates with creative team to design and produce compelling artwork for sales, marketing, partner and corporate event materials, digital signage, print collateral and content.

- Practices flexibility in consulting and coordinating with internal clients, managing projects to provide tools, templates, and training, with attention to detail and within deadlines.
- Specialized in translating subject matter into visuals for PowerPoint presentations for 7+ years, that included illustration, Visio diagrams, photo manipulation, multimedia, animation, motion backgrounds and video.
- Well versed in creative thinking and problem solving for visual storytelling, cadence and to satisfy the needs of the client and audience.

Graphic Designer, Freelance, Greater Seattle area, 4/1995 – 10/1995

**Becker & Mayer**, Book Publisher, Bellevue, WA

Children's division, some notable projects I worked on:

- Book design for *Claws and Jaws* by *Melissa Stewart*  
Smart Lab® Dino Bones, snap-together dinosaurs skeleton kit and book.  
Book design for *Earth and Beyond* by *Dennis Schatz*  
Smart Lab® Stars and Planets, light-up planetarium and solar system model kit.
- Build-a-Bear Workshop®, Craft kit design production

**REI** – Recreational Equipment Inc., Kent WA, 4/1989 – 4/1995

Lead Production Designer (4 years)

- Trained and coordinated production staff
- High volume of catalogs, retail event materials, POS displays, posters, product packaging, technical/instructional brochures and training media

Schedule Coordinator (2 years)

- Developed, balanced and maintained yearly-to-daily cross-functional production schedules for Marketing department

# Claudia Vellandi

## EDUCATION

Associate of Arts  
Technical Arts and Graphics  
College of San Mateo, CA

## PROFESSIONAL COURSES

N&B Speed PowerPoint  
Photoshop Advanced  
Total Quality Management  
Covey Time Management  
Effective Communication  
Effective Business Writing  
Effective Training Skills

## REFERENCES

Daryl Crawford  
Former Creative Director  
crawfordkd@msn.com  
206-369-5333

Terrell Dorsey  
Founder, Unleash the Brilliance  
tdorsey@utbteens.com  
253-441-6276

Mary Montross  
mary.montross@zones.com  
253-205-5302

## VOLUNTEER EXPERIENCE

### Unleash the Brilliance (utbteens.com)

A vibrant non-profit organization that has changed the trajectory of at-risk youth through peer-to-peer truancy workshops, Think, Plan, Fly interactive assemblies, and connections with community resources. These activities offer positive alternatives to truancy, bullying, negative peer pressure by promoting the value of healthy goals, behaviors and responsibility that lead to better life choices. I have helped with design, collateral, and marketing support since 2008.

### NW MT MSDC -

#### Northwest Mountain Minority Supplier Diversity Council

The NW MT MSDC promotes business engagements between certified minority business enterprises, corporate members and public agencies. Serving the states of AK-ID-MO-OR-UT-WA-WY

Annual Gala Awards Event – I've assisted the council as part of the audio/visual team, designed the media for this event, business fairs and leadership summit meetings for 5 years.

### Girl Scouts of America

#### Soundview Summer Day Camp

Co-leader, along with 2 teens (Leaders in training)

4<sup>th</sup> and 5<sup>th</sup> grade unit. I have volunteered for this week-long GS Camp for 6 years.

### JDRF - Junior Diabetes Research Foundation

Dream Gala - Participated as Silent Auction volunteer for 2 years.

### Woodland Park Zoo

Jungle Party and Auction - Participated as Silent Auction volunteer.