

JOLYNA VICERRA

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Carrie Amber Intimates *October 2023 - Present*

Assistant Designer, Sales, Admin

- Prepare final, ready PDFs for in-house product development team and client/vendor review.
- Maintain production files, including fonts, images, logos and other artwork.
- Created a development timeline to ensure tasks are being completed on time.
- Rework and recolor CAD artwork for intimate apparel production samples.
- Works alongside Sales Managers to build and maintain relationships with mass-market, specialty, department stores, and private label accounts.
- Organize and attend photoshoots for e-commerce product catalog.
- Perform clerical tasks including, but not limited to: Updating inventory, maintaining lobby and showroom, processing orders, answering phone calls, emails, and recording minutes.

Leftbank Art *April 2023 - October 2024*

Design Assistant

- Works directly with the Design Team Manager to support aspects of development and maintain workflow management within the Design Department.
- Reworking and recoloring artwork to be printed on Canvas and other product substrates.
- Acts as a liaison between Showroom Manager, Design, Production, and New Item departments.
- Processes orders for R&D samples, inventory, and new Original Art for national trade shows.
- Organize and maintain a master excel list to ensure correct item information and location tracking for original artwork items.

EZ Fabric Inc. *May 2021 - April 2023*

Assistant Designer, Social Media and Marketing Manager, and Customer Sales Associate

- Worked alongside the Creative Director to follow industry trends and create seasonal collections that are in line with our brand identity.
- Reworking and recoloring pattern designs to be printed on Minky and other polyester fabrics.
- Photographing and editing product and editorial photos for website promotion.
- Increased social media engagement by 31% within 30 days.
- Acted as a liaison between Design, Production, and Shipping departments.
- Managed accounts and maintained relations with our top 5 most profitable clients.
- Provided copywriting material for email campaigns and website promotion.

APPLICABLE SKILLS

Languages: Fluent in Tagalog (Filipino) and English.

Software: Photoshop, Illustrator, Figma, Premiere Pro, After Effects, Maya, Excel, Outlook, Mod2.

Interpersonal: Adaptable, Constructive, Detailed Oriented, Efficient, Team player, Time Manageable.

PERSONAL INVOLVEMENTS

Project by Project February 2021 - February 2023, Marketing and Design

Jackalope Arts Festival June 2023 - Present, *Burbank Chalk Festival Artist*

Light Bringer Project June 2019 - Present, *Pasadena Chalk Festival Artist*

Kalahi Filipino-American Student Organization, CSULA, Vice President and Event Coordinator

EDUCATION

California State University, Los Angeles B.F.A. *in Animation*

Graduated with honors: *Cum Laude*