

# Catarina Duque

## Graphic Designer



### PERSONAL DETAILS

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### AREAS OF EXPERTISE

Mac and PC  
Adobe Master Collection  
(Photoshop, Flash, Illustrator, Fireworks, Dreamweaver, InDesign, Premiere, After Effects)  
AutoCAD; 3D Studio Max  
Corel Draw (Draw, Photo-Paint)  
Sony Sound Forge, Sony Vegas  
Microsoft Office  
(Word, Excel, PowerPoint)  
  
ActionScript 1.0 and 2.0  
Basic use of ActionScript 3.0, HTML and CSS3

### LANGUAGES

Portuguese (Native)  
English (Fluent)  
Spanish (Fluent)

### PERSONAL SUMMARY

Proactive, self-motivated, efficient and straight to the point designer who possesses ambition and self-discipline. Strong team player spirit, with a strong capacity to find a quick solution to unexpected problems. A fast learner who can absorb new ideas and knowledge, able to communicate clearly and effectively. Currently looking for an opportunity to join a dynamic, ambitious and growing company.

### EMPLOYMENT HISTORY

#### VASSIT Services Ltd. - London

##### **Admin Assistant**

November 2015 – Present

##### **Duties:**

- Manage suppliers and freelancers invoices
- Manage flights/hotels and office purchases

#### Apple Inc. - London

##### **Team Leader - Contractor**

August 2015 – October 2015

Responsible for managing testing teams.

##### **Data Administrator/Tester - Contractor**

July 2015 – August 2015

#### Spot On Gifts - London

##### **Graphic Designer**

September 2013 – March 2015

Leading distributor of Official Football Merchandise and Character products, wholesale with no more than 50 employees.

##### **Duties:**

- Responsible for graphic design and marketing material
- Product photography and post production
- Designing leaflets, catalogues and liaising with printers
- Newsletters layouts and campaigns management
- Design and management of website content (banners, icons, etc.)
- Product and client database management
- Exhibition stand and marketing material

#### Freelancer (Lisbon/London)

##### **Graphic Designer**

August 2012 – September 2013

Design and technical freelance work for different clients.

#### SR BURNS - Madrid

##### **Community Manager**

July 2013 – August 2013

Manage 3M accounts for Portugal maintaining a link between Spain and Portugal accounts.

##### **Duties:**

- Facebook and Twitter account content management and update

#### Sterling Crafts - London

##### **Graphic Designer**

April 2013 – June 2013

- Graphic design role for branding and corporate image

#### Tim WE - Mobile Solutions (Lisbon)

##### **Content Specialist**

August 2010 – August 2012

Working in Head Quarters office, Lisbon. Manage content production for multinational mobile solutions company.

##### **Duties:**

- Responsible for managing content production
- Management, production and design mobile contents
- Design and produce WAPsites layout and banners
- Work with marketing team to present ideas and concepts to clients
- Create characters for Vodafone project with flash animations and video

## PERSONAL SKILLS

Problem Solving  
Organisational sense  
Management Capacity  
Communication Skills  
Open Minded  
Creative Thinking  
Multi-Tasking

## CERNE - Interior Design and Furniture (Lisbon)

**Graphic and Interior Designer** December 2008 to June 2009  
3D interior projections for the luxury furniture and interior accessories sales team.

### **Duties:**

- Design and 3D projection integrating company's products in client spaces, based on room/house plans and photos
- Customer management

## CENTRAL MUSICAL - Live Concerts to Web (Lisbon)

**Designer/Broadcasting** March 2008 to July 2010  
Startup company pioneer in broadcasting for web. Started as trainee (until June 2008) working in Graphic/Web design and video editing. Freelancer broadcasting technician.

### **Duties:**

- Official website content management
- Design and production website content (images, banners, advertising)
- Video editing (concerts)
- Live concerts web broadcasting
- Support the team in events production, direction and camera

## ADDITIONAL INFO

Interests in Photography and Video  
Events organisation and production  
  
Driver's License  
Available to travel

## EDUCATION AND TRAINING

A Level in Languages, Humanities and Social Sciences  
Escola Secundária de Sertã - Portugal 2003

Degree in Multimedia and Plastic Arts (Designer)  
Escola Superior de Educação de Beja - Portugal 2004-2008

Advanced Web Interfaces with CSS3 and HTML5  
City University London April to July 2013

City & Guilds Level 3 Time Management for Business Employment Essentials for Professionals & Graduates  
Reed in Partnership Professionals & Graduates May 2015

## VOLUNTEERING WORK

### Children in Crisis

**Photo Library Creator** May 2016 - Present  
Charity working to give children in some of the world's poorest countries, the education they need to help transform their lives.

### **Duties:**

- Photo Library Creator
- Retouch and organize photos

### South Westminster Legal Advice Centre

**Volunteer - Reception** April 2015 - Present  
Volunteering as receptionist to welcome the people using their services and organizing the office.

## KEY SKILLS AND COMPETENCES

- Windows and MacOS literate
- Team player and fast learner
- Highly organized and able to prioritize own work schedule
- Able to work under pressure, multitask and meet deadlines