



Valeria Vela
Graphic Designer

Brownsville, TX 78520
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Education

Expected in 12/2025 The University of Texas Rio Grande Valley - Edinburg, TX
BFA

Skills

- Bilingual communication (English and Spanish)
- Conflict resolution
- Multitasking in fast-paced environments
- Cash handling expertise
- Financial Management
- Inventory control and record-keeping
- Adobe InDesign, Typography, Graphic Design, Layout Design, Illustration, Adobe Illustrator, Adobe Photoshop

Experience

Graphic Design Intern, Mitte Cultural District - Brownville, Texas, 02/2024 - 05/2024

Designed promotional materials, including posters, brochures, and social media content, to support cultural events and community programs.

Developed branding elements for new initiatives, ensuring consistency across all platforms.

Conducted research on audience preferences to inform design decisions, and enhance engagement.

Receptionist, UTRGV - Brownville, TX, 01/2024 - 05/2024

Greeted and directed visitors to appropriate personnel and answered large number of calls and emails daily.

Assisted with customer requests and answered questions to improve satisfaction.

Supervisor, Wave Fashion Store - Brownville, TX,

Supervised a team of 13 employees, ensuring smooth daily operations, and meeting performance targets. Successfully onboarded and trained new hires, increasing productivity.

Enforced company policies to maintain consistency and foster a positive work environment.

Streamlined workflows and improved floor layouts, reducing operational delays.

Identified team strengths and delegated tasks effectively, improving team performance.

Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.

Crew Member, McDonald's - Brownsville, Texas, 07/2020 - 10/2020

Delivered exceptional customer service to over 50 customers daily, resolving issues, and maintaining high satisfaction rates.

Processed over 100 transactions per shift accurately, ensuring compliance with cash handling policies.

Managed multiple tasks during drive-through operations, reducing wait times, and enhancing the customer experience.