



Edder Grimaldo

Edder@EG-Designs.com

(714) 883-7018

www.EG-Designs.com

- High-energy, self-motivated, self-starter with the ability to develop and establish an efficient, highly productive and creative work force
- Proficient in Adobe Illustrator, possessing extensive knowledge in programs such as Photoshop, InDesign, After Effects, Dreamweaver, Quark, and Microsoft Works
- Highly capable of designing, manipulating, and creating graphics, images, and illustrations to a level that assures high quality while gaining client satisfaction
- Computer savvy and highly capable of working on both PC and Mac platforms
- Additional photography skills
- Bilingual (English/Spanish)

EMPLOYMENT

- EG-Designs.com, *Graphic Designer* Orange County, California *04/05 - Present*
- Create corporate/personal stationary packages, books, POP's
 - Design logos, brochures, posters, banners, DVD/CD covers
 - Develop advertisement/marketing campaigns
 - Photo restoration/re-creation/touch-up
 - Package design
- Action HealthCare, *Staffing Coordinator/Assistant Supervisor* Costa Mesa, California *04/09 - Present*
- Payroll, scheduling, claims, new client intake/authorizations
 - Oversee RN/LVN/CHHA/CNA patient reports
 - Management over office staff and field staff
 - Assigning weekly caregiver schedules
 - Cold-calling to acquire new clients
 - Dealing with patient complaints
 - New employee orientations
- Ovations, *Restaurant Manager* Costa Mesa, California *06/08 - 08/09*
- Responsible to training new employees
 - Management of restaurant, and staff
 - Provide quality customer service
 - Multiple inventory control
 - Problem solver
- Disneyland Resort, *Cashier/Cook/Host* Anaheim, California *03/04 - 07/05*
- Provided quality customer service, and suggested points of interest
 - Made sure all guests were satisfied with overall experience
 - Delegating daily employee responsibilities
 - Created employee schedules
 - Staff lead

EDUCATION

Bachelor of Science in Graphic Design
The Art Institute of California - Orange County, Santa Ana, CA

07/04 - 03/08