




Kristin DiMatteo

Graphic Design Consultant

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 Houston, TX 77019

CAREER OBJECTIVE

Digital design expert with 16 years of professional experience and 8 years of graphic design and communication. With a diverse skill set developed through formal education and years of experience in the legal & design industries, I am the ideal candidate for the graphic design position. Naturally adaptive and sociable, I work just as well as a team player as I do managing remote responsibilities for multiple client accounts and company vendors. Reliable and committed to the preservation of the cultural integrity of a company, I consistently represent the company with confidence and professional demeanor.

EXPERIENCE

GRAPHIC DESIGN CONSULTANT, Houston, TX

Freelance Designer, May 2020–Present

- Operate & maintain home office
- Report to virtual meetings (Skype, Zoom)
- Communicate using software & messaging platforms (Asana, Slack)
- Create designs, concepts, and layouts based on design principle & theory
- Meet with clients on premises to discuss project parameters, scope of services, and administrative/design solutions
- Expert knowledge and experience using Adobe Creative Suite desktop applications (Psd, Ai, Id, Ae, XD, Ch, An, Ru, Pr, and Me) and Creative Cloud online applications (St, Fonts, Br)
- Advanced skills using Microsoft Office Suite (Word, PowerPoint)

GRAPHIC DESIGN CONSULTANT, Houston, TX

SC Global Tubular Solutions, July 2018–June 2020

- Design engaging presentations consisting of bullets, charts/graphs, data analysis, statistics, and descriptive summaries consistent with brand guidelines
- UI design for mobile application/SSO page using Adobe Creative Suite desktop applications (Ps, Il, Id, and XD)
- Attend meetings with company directors, managers and employees

FREELANCE GRAPHIC DESIGNER, Houston, TX

Freelance Graphic Designer, April 2014–July 2018

- Create designs, concepts, and layouts based on knowledge of layout principles and esthetics of art
- Confer with clients to discuss and determine project goals and solutions
- Designed logos, blue prints, presentation design, brand design, and marketing materials for small to medium sized businesses including commercial developers, architects, mills, and virtual entrepreneurs.
- Worked with AutoCAD software

LEGAL EXECUTIVE ASSISTANT, Houston, TX

Equity Securities Partners, LLC, August 2003–November 2010

- Prepare and process legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
- Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Organize and maintain legal documents and case files.
- Researched case law and statutes in law library
- Presentation design for litigation
- Typed correspondence, corporate contracts, business documents using Microsoft desktop application (Word)
- Operated and managed data and files using computer operating systems (Windows 97 - 10, Macintosh)
- Increased job responsibilities and skill set to meet qualifications for promoted positions (receptionist, file clerk, executive assistant, legal secretary)
- Liaison for corporate attorney, clients, partners, and company accounting firm (reconciliation, audits, UCC filings, and corporate agreements)
- Review legal publications and perform database searches to identify laws and court decisions relevant to pending cases.

EDUCATION

COMPLETED COURSEWORK TOWARDS BACHELOR OF ARTS (B.A.) IN FINE ARTS, Houston, TX

University of Houston, July 2009

GPA 3.4

Relevant Coursework

Paralegal Studies

Graphic Communications

Awards & Honors

Dean's List

Extracurricular Activities

American Institute Of Graphics Arts (AIGA)

International And Domestic Traveler

ADDITIONAL SKILLS

English, French , & Spanish

Design Software

Cloud Computing

Project Management Software