

# CENOVIA VILLEGAS

## GRAPHIC | WEB DESIGNER

### CONTACT

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T 305.647.8064

cvillegas@cavdesignstudio.com  
cavdesignstudio.com

### EDUCATION

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January 1998 – December 2002

**GRAPHIC DESIGN**  
PARSONS SCHOOL OF  
DESIGN, NEW YORK

June 2000 – August 2000

**INTENSIVE PROGRAM  
IN PHOTOGRAPHY**  
PARSONS SCHOOL OF  
DESIGN, FRANCE

### SKILLS

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- **ADOBE**  
Photoshop, Illustrator,  
InDesign, Dreamweaver  
and Acrobat
- **MICROSOFT OFFICE**  
PowerPoint, Excel and Word
- **CSS and HTML**
- **Experienced with Mac  
and Windows Platform**

### LANGUAGES

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- **ENGLISH**
- **SPANISH**

### EXPERIENCE

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#### **FREELANCE GRAPHIC | WEB DESIGNER**

CAV DESIGN STUDIO, FLORIDA | 2006 - Present

Design corporate identity, brand collateral, print and digital advertisement, environmental graphics, event invitations, magazine layout, product packaging, book and CD covers, banners and display signs. Design and edit offering memorandums and PowerPoint presentations utilizing infographics, Excel charts and graphs. Design and maintain websites, banners and advertisement for the web. List of clients include real estate management and investment companies, advertising firms, financial institutions, consumer products, law firms, healthcare and medical practices, engineering firms and travel and fashion industry. The most recent projects have been with BoatArt, Inc., Royal Caribbean, CruiseOne, GL Homes, Bridge RE Group and JMG Adversing.

#### **GRAPHIC DESIGNER/PREPRESS SPECIALIST**

SIR SPEEDY, FLORIDA | 2005 - 2006

Designed and revised corporate identity, magazine layouts and inserts, brochures, banners, signs, fliers, posters, coupon design, door hangers, direct mail, book and cd covers. Retouched and scanned images. Resized documents, copy changes and typeset. Corrected client files when needed and prepared documents for in-house printing process and for outside vendors. Acted as liaison between clients, outside vendors and contractors.

#### **PRESENTATION SPECIALIST AT LAZARD FRERES**

CUSTOM STAFFING, NEW YORK | 2004 - 2005

Responsible for creating and editing high-end client and internal confidential presentations and screenshows, legal and internal documents, creating financial tables and charts. Also responsible for recreating existing company logos and designing and editing posters for internal company recruiting. Other responsibilities included interacting with bankers on details of projects and providing specifications and ideas regarding formatting and layout needs while insuring to maintain company identity throughout all documents.

#### **PRESENTATION SENIOR LEAD AT BANK OF AMERICA**

BOWNE BUSINESS SOLUTIONS, NEW YORK | 2001 - 2003

Acting supervisor for the evening shift. Liaison between bankers, presentation specialists and proofreaders. Responsible for prioritizing, coordinating and managing the workflow for each project and complying with banker's deadlines. Provided software support and pitchbook design and layout requirements for presentation specialists and bankers. Also performed presentation work creating and editing confidential presentations, legal and internal documents, financial tables and charts, and recreated existing company vector logos.

#### **REDESIGN AND SOFTWARE SUPPORT AT MORGAN STANLEY DEAN WITTER**

A. TAYLOR LTD, NEW YORK | 1997 - 2001

Responsible for the implementation of pitchbook design and layout requirements for presentations, software support and training for presentation specialists and local and global bankers.