



ANNA SILVA • GRAPHIC DESIGNER
annasilvadesign.com

PROGRAMS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Figma

Microsoft Teams
Zoom
Slack

LANGUAGES

English
Spanish

EDUCATION

Bachelor of Arts
BENEDICTINE UNIVERSITY
Major in Graphic Arts and Design / Minor in Fine Arts

WORK EXPERIENCE

2022
PRESENT

ForYourParty.com
PRODUCTION DESIGNER

- Train and mentor individuals to improve their proficiency in relevant processes and tools
- Create and typeset a variety of product designs for printing, ensuring accuracy and attention to detail
- Prepare and optimize print files for production, adhering to technical specifications and quality standards
- Develop and present product proofs for client review and approval, incorporating feedback to meet expectations
- Design and curate inspirational product concepts to guide and enhance project outcomes

2021
PRESENT

Silva-Ballesteros Imports
GRAPHIC DESIGNER

- Translated Spanish product labels to English for a Mexican food company, ensuring cultural and linguistic accuracy for the U.S. market
- Redesigned product labels to meet FDA requirements, securing government approval for U.S. distribution
- Collaborated on branding efforts for a Mexico-based tequila, tailoring the identity for successful entry into the U.S. market

2020
2022

Aplus Communications
MARKETING & OFFICE MANAGER

- Initiated the branding process for a startup by designing a logo and developing a professional company website to establish a strong market presence
- Accurately calculated and processed weekly payroll, ensuring timely and correct payments to employees
- Systematically organized documents and invoices received throughout the week to maintain efficient record-keeping and workflow

2020
2020

CMRubinWorld
DIGITAL DESIGN & VIDEO INTERN

- Developed engaging scripts for video content and produced videos tailored for distribution across various media platforms
- Strategically managed social media accounts to promote content, engage with audiences, and drive follower growth
- Interacted with followers to build community engagement and implemented strategies to expand the brand's online presence