

CONTACT

773-412-8964
gpasquil@gmail.com
Hoffman Estates, IL
60169

PORTFOLIO

Design:
gpasquil1.wixsite.com/portfolio

Photography:
gpasquil-pics.myportfolio.com

SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Adobe Acrobat
Adobe Premiere Pro
Adobe After Effects
Adobe Audition
Adobe Dimension
Adobe XD
HTML/ CSS
Corel Draw
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Teams
Microsoft Outlook
Microsoft SharePoint

COMPUTER PLATFORMS

Mac
PC

WEBSITE PLATFORMS

Custom CMS
Wix
Squarespace
GoDaddy Website Builder
Morephotos
SmugMug

CURRENT WEBSITES

basementwatchdog.com
stopflooding.com
thecastironpump.com
glentronics.com
nashevdesigns.com

EDUCATION

Harper College 1996-1998

PROFILE

Skilled professional with strong adaptability and multi-tasking skills. With over twenty-five years of experience as a graphic designer and photographer. My abilities to collaborate with others, understand information and translate it to relatable graphics have been strengths throughout my career. Every new experience is a chance to expand my capabilities.

EXPERIENCE

VISIONS PHOTOGRAPHY, INC.

Studio Manager / Senior Photographer; Chicagoland area, IL (2011–Present)

Involved with the photography, ordering, and customer service of corporate and volume photography

- Photographs: park district sports teams, gymnastic, dance schools, and school portraits
- Selected and edited photographs for corporate clients and volume photography shoots using Adobe Lightroom and Photoshop
- Processed the orders for volume photography shoots, which requires excellent attention to detail and data entry skills
- Responsible for administrative paperwork required for corporate clients
- Setup remote access to aid the CEO with technical support
- Collaborating in the re-birth and transition of the company post-pandemic, moving from brick-and-mortar locations to virtual

UNRESTRICTED PHOTOGRAPHY

Owner / Photographer / Graphic Design; Chicagoland area, IL (2005–Present)

The company's originating concept was created to fill the different photography and marketing needs of each client collaboration.

- Photographs events, portraits and editorial photography
- Create logos — designed with Illustrator and Corel
- Create websites using Wix or Squarespace platforms (based on client preference)

GLETRONICS, INC.

Graphic Designer / Photographer; Lincolnshire, IL (2012–2021)

Primarily coordinated with the production and marketing teams to create production artwork, B2B and B2C marketing material, pictures and videos for the manufacturer's retail, wholesale, and OEM clients:

- Oversaw the creation of all artwork involved with new products (product labels, cartons, manual diagrams), marketing material (catalog, brochures, ads, create form templates for customer sheets and mailers) and app development — designed with Illustrator, Acrobat and InDesign
- Responsible for creating and overseeing brand and logo updates; coordinated with outside graphic artists, print production and marketing teams for gradual process of changing product labels, cartons, marketing material and website content
- Researched, sourced and designed branded trade-show backdrops, tablecloths and giveaways
- Photographed product images used for websites, print marketing, social media and videos; mocked up prototype pictures used for PowerPoint presentations to customers — shot with my personal Nikon D500 / D300; edited images with Photoshop and Lightroom
- Created videos for social media and instruction (collaborates with multiple talents to create videos for English and Spanish speakers) — edited with Premiere, After Effects, and Audition
- Re-launched the manufacturer's umbrella site, retail product site, wholesale product site and created the site for the minor brand
- Project manager in charge of collaborating with American Eagle web design to create a custom content management system for the manufacturer's retail and wholesale websites
- Oversaw the creation all the pictures, iconography and graphics for all websites
- Entered and maintained all product content and SEO information for all sites, using the custom CMS (retail and wholesale websites) and WIX for the minor brand; tailored templates utilizing HTML to further the brand identity, and better format the pages
- Mentored graphic design intern for two years

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Hoffman Est. H.S. (Grad 1996)

PREMIER POTTERY IMPORTS / PREMIER POTTERY PRODUCTS / POTS 'N THINGS

Executive Assistant; Batavia, IL (2010–2012)

Primary responsibilities were graphic design, additionally provided administrative support for the CEO

- Created company logos — designed with Corel Draw
- Created all marketing material (catalogs, brochures, mailers) — designed with Photoshop
- Photographed all products, showroom and locations to be integrated in company catalogs, website, and presentation proposals — edited images with Photoshop
- Create videos for social media — edited with iMovie
- Created company website — designed with iWeb

MEDICI HEALTHCARE PROVIDERS, S.C.

Project Manager / Administrative Assistant; Chicago, IL (2009–2010)

Organized physicians' notes submitted after doctor's patient visit, reviewed, and prepared medical billing documentation, managed submission of insurance documentation to medical biller, managed doctor's schedules, prepped charts, mapped out route for daily patient visits for staff physicians, maintained and developed excellent patient relations

- Created company logos — designed with Corel Draw
- Designed and created Microsoft Word and Excel template documentation including letterhead, fax, physician order forms, and schedules/calendars
- Collaborated with website developer (Straight North) to create company website
- Photographed staff physicians' portraits for website
- Spoke with and managed patients concerns, appointments, medications, and potential transportation needs (car service or ambulance) using excellent customer service and organizational skills

KIDDIE KANDIDS

Manager / Photographer; Vernon Hills, IL (2005–2006)

Forecasted weekly sales predictions and set weekly revenue and sales targets for studio staff; managed inventory of studio and printing supplies; managed and monitored daily, weekly, and monthly sales; reported weekly revenue to corporate sales office; recruited and trained staff photographers

- Promoted from Staff Photographer to Manager following six-week corporate training course, and one month of on-the-job experience
- Consistently reached weekly studio sales goals
- Managed a staff of 5 photographers
- Specialized in calming crying babies and soothing stressed parents by applying skillful customer service skills

EDGE REPORTS

Graphic Designer / Typesetter / Photographer; Rolling Meadows, IL (2005)

Maintained and developed excellent customer relations; created marketing material for realtors

- Designed or recreated graphics for marketing material (logos, business cards, letterhead, mailers) — designed with Corel Draw
- Developed the layout and setup of their photography studio for professional business portraits; used for realtor marketing material — edited images in Corel Paint
- Photographed products for sales catalog — primary photographer for the company

GRINS-SPORTSPAGE

Yearbook Coordinator / Photography Crew leader; Elk Grove, IL (1996–2002)

Photographed school portraits, team sports pictures and dance portraits; on-site photography manager; responsible for the creation, collaboration and design of 15 elementary school yearbooks; also provided general office support as needed

- Promoted quickly from Staff Photographer to Crew Leader
- Created the Yearbook Division for Grins-Sportspage
- Organized and held yearbook training seminars for school contacts
- Replaced the old pasteboard method and modernized the company with publishing and photo editing software — Adobe PageMaker and Photoshop