

# CerraJoi Halliburton

Graphic Designer

www.cerrajoih.com cjh@cerrajoih.com

 linkedin.com/in/cerrajoi-halliburton

 /@cerrajoih

## Work Experience

### Believers Church Intl Monterey / Graphic Designer

OCT 2020 — OCT 2020 MONTEREY, CA

Edited audio file for multiple listening formats and uploaded digital materials to Google Drive for client download. Created art cover for digital audio file.

### Believers Church Intl Monterey / Graphic Designer

MAR 2020 — MAR 2020 MONTEREY, CA

Managed Dropbox project materials and edited audio file for multiple listening formats.

### Dawn Richardson / Graphic Designer

JAN 2020 — JAN 2020 MONTEREY, CA

Assisted with art direction for desktop publishing of business cards and resume.

### Kathy Barry / Graphic Designer

JUL 2019 — JUL 2019 SANTA BARBARA, CA

Work consisted of editing digital photo images using Photoshop and applying vector graphics using Illustrator.

### Believers Church Intl Monterey / Graphic Designer

DEC 2018 — DEC 2018 MONTEREY, CA

Responsible for designing and desktop publishing Avery mailing labels and digital letterhead in Microsoft Word.

### Augie Birner / Graphic Designer

SEP 2018 — SEP 2018 MONTEREY, CA

Tasked with animating a logo design for video intro using After Effects. Produced audio sound design using Premiere Pro.

### Solia Hill / Photo Editor

JUL 2016 — JUL 2016 MONTEREY, CA

Responsible for retouch editing of digital photos using Photoshop. Labeled photos with metadata using Lightroom.

### Believers Church Intl Monterey / Graphic Designer

JUN 2014 — JUN 2014 MONTEREY, CA

In charge of designing event flyer using Illustrator. Also responsible for editing project file for multiple viewing formats.

### Josie Thomas / Graphic Designer

MAY 2013 — MAY 2013 FRANKLIN, LA

Duties included art direction of visuals, sketching illustration options, and designing book cover jacket images using Adobe Illustrator.

### L.H. Halliburton / Administrative Assistant

2010 — 2011 MONTEREY, CA

Tasked with transcribing documents using Microsoft Word. Managed client contact list using Microsoft Office. Assisted with desktop publishing for project materials.

## Education

### Academy of Art University

JAN 2011 — MAY 2017 SAN FRANCISCO, CA

Bachelor of Fine Arts in Web Design + New Media

## Strengths

Creative / Positive Attitude  
Time Management / Teamwork  
Communication / Organization  
Fast Learner / Attention to Details

## Skills

Graphic Design / Digital Marketing  
Branding & Identity / UI/UX Design  
Wireframing / Web Design / Photography  
Art Direction / Photo & Video Editing  
Motion Graphics / Audio Design

## Tools

Adobe Creative Suite / Adobe Photoshop  
Adobe Illustrator / Adobe InDesign  
Adobe Premiere Pro / Adobe After Effects  
Adobe Sketch / Adobe XD / Adobe Acrobat  
HTML / CSS / WordPress / Microsoft Word  
Mail Chimp / Google Slides / Microsoft Excel  
Microsoft Office / Microsoft PowerPoint