

leila nguyen

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EDUCATION University of North Florida
Bachelor of Fine Arts in Graphic Design & Digital Media 2011

EXPERIENCE **2011 Luxury Nails & Spa of Orange Park client**
Freelancer
Create a new identity, business card, price-list and website for the client
www.luxurnailspaorange.com

2011 Luxury Nails of Jacksonville Client
Freelancer
Recreate logo, business card and price-list. A brand new website has also been developed for the client.
www.luxurnailjax.com

2005–2011 Luxury Skin Care & Nail Salon. Jacksonville, FL
Receptionist/Materials Management
Responsible for booking appointments, answering questions, solving problems and providing assistance about service packages, pricing, carried products and irregular services to customers. Also, responsible for making order and organizing products/materials.

2002–2003 Customer Support Department, AOL. Orlando, FL
Representative
Responsible for answering questions, solving problems and providing assistance about billing rules and regulations, to utilizing the good services of the organization in building a bond with the customers.

TECHNIQUE SKILLS Creative Suite 5: After Effects, Acrobat, Dreamweaver, Flash, Illustrator, InDesign, Photoshop and Photoshop Lightroom.

Additional corelDraw, XHTML, HTML5, CSS , jQuery and MS Office.

DESIGN SKILLS/QUALITIES Flexible to switch between PC and Mac Operating Systems
Analytic, details and typography oriented

LANGUAGES English
Vietnamese
Basic French

ORGANIZATION Member of AIGA since 2008
Osprey Design Club