

ASTRID

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ASTRID ORTEGA

GRAPHIC DESIGNER

EDUCATION

EXPECTED GRADUATION: MAY 2026

University Of The Incarnate Word

San Antonio, TX

BFA Graphic Design

Minor: Marketing

ACTIVITIES

2026

ON YOUR MARK! SUMMIT, UIW GD

Workshop Leader

2023

ON YOUR MARK! SUMMIT, UIW GD

WORK EXPERIENCE

AUGUST 2023 – PRESENT

RECEPTIONIST AND GRAPHIC DESIGNER, ART DEPARTMENT

UIW, San Antonio, TX

Greet incoming students, artists and guests professionally and provide friendly, knowledgeable assistance.

Develop creative design for print materials, brochures, banners, and signs.

Create engaging social media graphics that drive user engagement and increase online visibility.

JANUARY 2023 – MAY 2023

RECEPTIONIST, PASTORAL INSTITUTE

UIW, San Antonio, TX

Streamlined front desk operations for increased efficiency by effectively managing phone calls, emails, and walk-in clients.

Supported office efficiency by performing clerical tasks such as data entry, photocopying, scanning, and faxing documents.

Demonstrated strong multitasking abilities while managing numerous tasks simultaneously under tight deadlines.

Provided administrative support to staff members by handling correspondence, filing documents, and managing office supplies inventory.

Kept the reception area clean and neat to give visitors a positive first impression.

SUMMARY

A versatile and detail-oriented professional with a blend of administrative and creative skills.

Experienced in managing front-desk operations, greeting clients, answering phone calls, and handling administrative tasks while also maintaining a welcoming environment.

Skilled in graphic design, with expertise in creating visually compelling digital and print content.

Proficient in Adobe Creative Suite and other design tools, with a strong ability to develop impactful designs for branding, advertising, and web projects. Capable of balancing multitasking and creativity to support both office efficiency and visual communication needs.

SKILLS

Computer/Software Skills: Microsoft Office, Adobe Illustrator, Photoshop, InDesign, Premiere Pro, After Effects, Visual Studio Code, and Figma

Language Skills: Fluency in Spanish & English

Miscellaneous: Customer and client relations, Resourceful, Collaborative and independent work styles

AWARDS

2026 GLITCH DESIGN COMPETITION

1st Runner Up in Advertising

Honorable Mention in Branding

Honorable Mention in Publication Design

2026 AMERICAN ADVERTISING AWARDS (ADDY'S)

Special Judges Award For Creative Versatility

3 Gold Awards

2 Silver Awards

1 Bronze Award

2025 SALUTE DESIGN COMPETITION

1 Merit Award

2025 AMERICAN ADVERTISING AWARDS (ADDY'S)

2 Silver Awards

2024 AMERICAN ADVERTISING AWARDS (ADDY'S)

2 Bronze Awards