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# KENNETH GONZALEZ

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## PROFESSIONAL SUMMARY

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Results-oriented Graphic Artist successful at applying technical skills to create art that informs and engages customers. Clear communicator and collaborative team player with an eye for detail and skill in customer relations.

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## SKILLS

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- Office Administration
- Suggestive Selling
- Outgoing Personality
- Organizational Ability
- Logo Creation
- PC and Mac Platforms
- Illustration
- Graphic Design
- Image Manipulation
- 2D and 3D Modeling
- Adobe Creative Suite
- Deadline Adherence

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## WORK HISTORY

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**Front Desk Coordinator**, 11/2022 - Current

**Luxe Optique** – Beacon, NY

- Streamlined check-in and check-out processes for improved efficiency and reduced wait times.
- Managed appointment scheduling, ensuring optimal use of resources and minimizing conflicts.
- Developed strong relationships with clientele, fostering loyalty and repeat business.
- Provided administrative support to management staff, contributing to overall office productivity.

**Bartender**, 06/2021 - 09/2023

**Heritage Food And Drink** – Wappingers Falls, NY

- Reduced wait times for drinks by efficiently managing the bar area and prioritizing orders.
- Maintained a clean and organized workspace, ensuring compliance with health and safety regulations.
- Educated customers on drink options, making personalized recommendations based on preferences or dietary restrictions.
- Efficiently opened or closed the bar according to established procedures, ensuring preparedness for each shift.

**Muralist**, 05/2020 - 05/2020

**KSE Auto** – Long Island City, NY

- Enhanced visual appeal of public spaces by creating eye-catching and meaningful murals.
- Provided consultation services for clients seeking guidance on mural themes, materials, budgets, and other project details.
- Consistently received positive feedback from clients for excellent communication skills, artistic talent, professionalism, and ability to deliver projects on time and within budget.

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## EDUCATION

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**Bachelor of Arts:** Graphic Design, 05/2024

**School of Visual Arts** - New York, NY

**Associate of Applied Science:** Graphic Design, 05/2020

**Orange County Community College** - Middletown, NY