



**Martha E. Nunez**  
Industrial/Graphic Designer

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## OBJECTIVE

Seeking a challenging position where there are growth opportunities and where I can assist others by using and improving my previous experience and creative skills and an opportunity that will broaden the skills, experience, and knowledge I was trained for in the design field.

## EDUCATION

2012-2016  
New Jersey Institute of Technology:  
Bachelor of Science in Industrial Design

2008- 2012  
Middlesex County College:  
Associates Degree in Advertising Graphic Arts & Design.

2005-2008  
Autonomous University of Santo Domingo: Bachelor of Art in Advertising and Graphic Arts.

## AWARD / VOLUNTEER






2015 - NJIT COAD Third Year Industrial Design of Distinction Award

2014 - NJIT volunteer at The Greater Newark Mini Maker Faire

2014 - NJIT Booth Volunteer at ICFF

2016 - NJIT Booth Volunteer and Work displayed at ICFF

## SKILLS

Sketching  
Prototyping  
Pc And Mac Platform  
Microsoft Office  
Adobe Suite (Ai, Ps, Id)  
Solidworks  / Rhino  / Keyshot   
Sketchup  / Fusion360   
Accountant Software Programs  
Certified Home Health Aide  
Fluent Spanish And English

 Level of skills

## PROFESSIONAL EXPERIENCE

**2016 – 2018     Infinite Group, Kearny, NJ**

**Title: Project Manager**

**Duties:**

- Survey and analyze project site and requirement.
- Perform bidding process.
- Estimate costs and lead time.
- Establish a budget for materials and labor.
- Coordinate team to provide a good design solution.
- Present the client with a project proposal and obtain approvals.
- Create drawings and provide revisions
- Follow up with clients' concerns and meet deadlines
- Arrange all shipping and installation procedures as needed.
- Coordinate all payment arrangements.
- Maintain a good relationship with clients upon completion.

**2008 – 2016     H2Gmedia, Secaucus, NJ**

**Title: Senior Graphic Designer / Manager**

**Duties:**

- Develop and implement creative concepts for print and online communications such as posters, brochures, catalogs and more.
- Own and manage positive relationships with clients, proactively seek and successfully address their feedback to help achieve their objectives.
- Execute and/or manage corresponding production tasks, including, but not limited to creating production files and following the project through pre-press approval, printing, quality control/testing and delivery/launch.
- Responsible for opening the facility on a day to day basis
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Coordinate and maintain records for staff, clients, and corporate finances.

**2013-2015   Key Home Care, Metuchen NJ**

**Title: Home Health Aide**

**Duties:**

- Support patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Assist patients by providing personal services, such as bathing, dressing, and grooming.
- Record patient information by making entries in the patient journal; notifying nursing supervisor of changing or unusual conditions.

**2012-2013   Affinity Home Care, Metuchen NJ**

**Title: Accounting Assistant**

**Duties:**

- Maintain accounting records by making copies and filing documents.
- Maintain accounting databases by entering data into the computer and processing backups.
- Verify financial reports by running a performance analysis software program.
- Prepare quarterly billing for Foundation accounts receivable, and ensure timely billing and receipt of payment.
- Perform computer input of weekly payroll for employees, as well as prepare related requisitions for withholding, annuities, benefits, etc.
- Perform electronic deposit function; complete computer reports to verify the accuracy of payroll information.
- Check for miscalculations/misapplications in payroll, report errors and complete corrective data-entry.

References available upon request.