



## PROFESSIONAL SUMMARY

Creative and deadline-driven Graphic Designer with 20+ years of experience in print and digital media. Skilled in project management, vendor coordination, and delivering high-quality designs across private, nonprofit, and corporate sectors. Strong collaborator with a focus on client service, brand consistency, and production efficiency. Ready to bring versatile design expertise to a municipal or mission-driven environment.

## SKILLS

### Technical

- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, Premiere Pro, Adobe Firefly, Adobe Stock, Adobe Fonts)
- Microsoft Word, Excel, PowerPoint
- AI Platforms (ChatGPT, Gamma & Claude.AI)
- Enfocus PitStop Pro
- Canva Pro
- Yardi / RentCafé CMS
- SEO Optimization
- Google Analytics
- Loomly CRM
- Trello / Atlassian
- PrintSpeak

### Professional

- Print production and prepress workflow management
- Vendor evaluation, negotiation and relationship management
- Project management and status reporting
- Photography scoping and integration
- Copy editing and proofreading
- Time management and multitasking under deadlines
- Mentorship and leadership
- Web design and CMS experience

## WORK EXPERIENCE

### AlphaGraphics Shavano Park – San Antonio, TX (Remote)

Graphic Designer and Prepress Technician  
May 2024 – Present

- Support a diverse client base by designing and preparing print materials, vehicle wraps, and promotional signage.
- Manage prepress processes, ensuring accuracy and quality control for print production.
- Develop original artwork and layouts that adhere to client branding and project objectives, adapting quickly to evolving technologies and software.
- Coordinate with clients and internal teams to scope design needs, manage timelines, and deliver high-quality finished products under tight deadlines.
- Create strong in-house digital marketing materials, including social media graphics and email campaigns.

### Shelton Residential / Asset Living – Phoenix, AZ

Creative Director  
February 2017 – April 2023

- Collaborated with marketing director, regional managers, and community teams to assess and fulfill design needs for print collateral, floor plan illustrations, web design and social media graphics.
- Developed apartment curb appeal projects including logo creations, community site map illustrations, oversized banners and signage. Prioritizing tasks, timelines and reporting status to leadership.
- Negotiated and maintained relationships with local print vendors, ensuring cost-effective pricing and delivery of high-quality production standards.
- Oversaw photography scoping and integration for marketing materials, ensuring consistency with brand and campaign objectives.
- Delivered owner-focused proposals, balancing creative vision with organizational goals and technical requirements.

# NORA GALAVIZ

GRAPHIC DESIGNER

210.701.7209  
[norajeandesignstudio@gmail.com](mailto:norajeandesignstudio@gmail.com)  
[norajeandesignstudio.com](http://norajeandesignstudio.com)  
Portfolio ►



## EDUCATION

### BACHELORS OF SCIENCE DEGREE BUSINESS AND MARKETING

University of Phoenix  
2009

### ASSOCIATE OF ARTS DEGREE VISUAL COMMUNICATIONS

Collins College  
1996

### DIPLOMA

Peoria High School  
1991

## CERTIFICATIONS & LICENSES

Arizona Driver's License

Fair Housing, Human Trafficking,  
Discrimination Certificate

Harassment and Preventing  
Workplace Bullying Certificate

## CREATIVE PROJECTS & BLOG

### Nora Jean Design Studio

Founder & Creator  
2023 – Present

- Develop and share DIY tutorials, home décor projects, and upcycled crafts on a personal blog.
- Specialize in sustainable, handmade pieces using materials like air-dry clay, cardboard, and wood carving techniques.
- Manage all aspects of content creation, photography, and website maintenance.

## WORK EXPERIENCE CONTINUED

### AlphaGraphics on Camelback – Phoenix, AZ

Graphic Design Manager

January 2014 – April 2016

- Collaborate with clients and execute their vision using Adobe Creative Suite applications.
- Coordinated with vendors and customer service team on print production, quality control, pricing, and timelines to ensure seamless project delivery.
- Applied project management techniques to organize workflow, assign tasks, and monitor progress for a busy design team.
- Provided strong customer service by maintaining open communication and managing expectations for a diverse client base.

### The Arizona Republic Newspaper – Phoenix, AZ

Senior Multimedia Designer

January 1999 – October 2012

- Created original graphics, layouts, and illustrations for classified ads, special projects, and internal communications.
- Assisted with copy editing and content review to ensure high-quality publications.
- Partnered with cross-department teams to scope photography needs and incorporate visuals effectively into designs.
- Managed multiple concurrent projects including Apartments.com monthly and weekly tabloid publications, balancing deadlines and production requirements.

### West Valley View Newspaper – Litchfield, AZ

Graphic Designer

Jan 1998 – January 1999

- Designed layouts and original artwork for both editorial content and advertising materials, ensuring consistency and visual appeal.

### For Rent Magazine – Phoenix, AZ

Graphic Designer

May 1996 – May 1997

- Created display advertisements for the bi-monthly publication, collaborating with sales representatives, clients and photographers to meet specifications and deadlines.