



LEILA SAN JOSE

About

I am a highly motivated and driven individual who is adaptable and determined to complete tasks. Passionate about unique and impactful branding, and immersive and innovative UI/UX design.

Experience

Partnerships & Media Designer | Clean Beauty Kit | 2020–2022

- Created/managed the social media content for social media platforms (content, reels, photography and stories).
- Finalized any details of logo design, clean beauty kit packaging, and branding according to branding standards.
- Designed all of the print material such as posters, business cards, ambassador & partnership presentation slides.
- Managed ambassador program (20+ clean beauty ambassadors) contracts, training, outreach and products.
- Acted as the liason for brand partnerships through email outreach, contracts, events and communication.

Graphic Designer | Marcus & Millichap | 2016–2018

- Designed print marketing collateral and layout: proposals, offering memorandums, and marketing brochures.
- Created Infographics: labeled aerials, graphs, and various charts based on data provided by marketing team.
- Produced graphic design: redraw from low resolution file and from scratch floor plans, site plans, and logos.
- Collaborated with marketing and sales team to meet and exceded project deadlines of 90% print and 10% web.

Asistant Merchandise Designer | Minted | 2015–2016

- Prepared challenge winning designs both web and print ready files for fulfillment, meeting tech/print standards.
- Ensured all artwork maintained standards of brand's premium quality as well as the community artist's intentions.
- Carried out all the activities needed for multiple product launches under tight deadlines such as review of the design, the revisions, font approvals, and artist contact all prior to being uploaded live on the company's website.
- Kept design files and folders clearly named, organized and accessible to necessary teams within internal servers
- Updated Trello and Google Docs for assigned designs and challenges, keeping track of all priorities needed by Merchandise Operations and/or other departments.

Design Associate | Minted | 2015

- Fulfilled customer orders meeting both the productivity and quality expectations and created print ready files.
- Created the original artwork for customers (Illustrator) and corresponded with customers regarding their orders.
- Proofread customer designs, prepared and color corrected photographs (Photoshop) for optimal printing quality.
- Reviewed associate's work to assess design quality and edits accuracy before sending the digital proof to customer.
- Worked collaboratively with customer service and print quality teams to ensure outstanding delivery to customers.

Education

Feb 2016–May 2024 Master of Art in Graphic Design

Academy of Art University, San Francisco, CA

Aug 2012–Sept 2015 Bachelors of Web & Graphic Design

The Art Institute of The Silicon Valley, Sunnyvale, CA

Capabilities & Skills

Brand Identity | Brand Strategy | Editorial Design | UI/UX | Video Editting | Photography | SEO | Logo Design | Motion Graphics | Adobe Suite | Figma | Google Suite | Communications | Collaboration | Adaptability | Project Management | Sketchig | Website Design | HTML5 | CSS | Multitasking | Organization | Storytelling | Professionalism | Teamwork

Leila San Jose
Graphic Designer

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